

ELabELN Sandbox - Manual 2026

This manual will help guide users through set up associated with ELabELN sandbox instances.

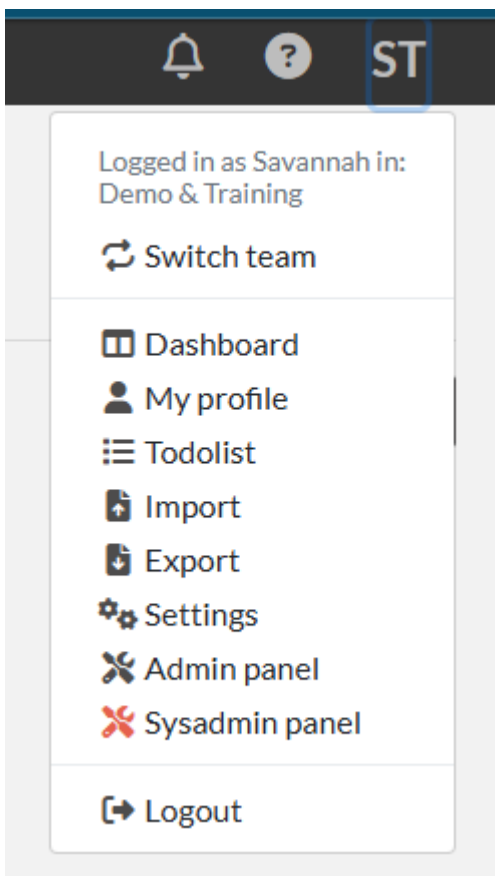
- [User Menu](#)
- [Dashboard and Menu](#)
- [Experiments - Overview & Permissions](#)
- [Experiment Categories & Statuses](#)
- [Experiment Templates](#)
- [Experiment List Screen](#)
- [Resources - Overview & Permissions](#)
- [Resource Categories & Statuses](#)
- [Resource Templates*](#)
- [Resource List Screen](#)
- [Scheduler](#)
- [Team](#)
- [Tools - Inventory](#)

User Menu

The User menu can be accessed by clicking your initials in the top right corner.

The user menu includes the following tabs:

- Switch Team - if you are part of multiple teams
- Dashboard - takes you to main dashboard screen
- My Profile - personal profile information
- To Do List - to do list showing next steps for experiment and resources
- Import - import files
- Export - export files
- Settings - general settings
- Admin Panel - to manage user groups, tags, and more
- Sysadmin Panel - for system administrators, access to all teams and additional settings.
- Log Out



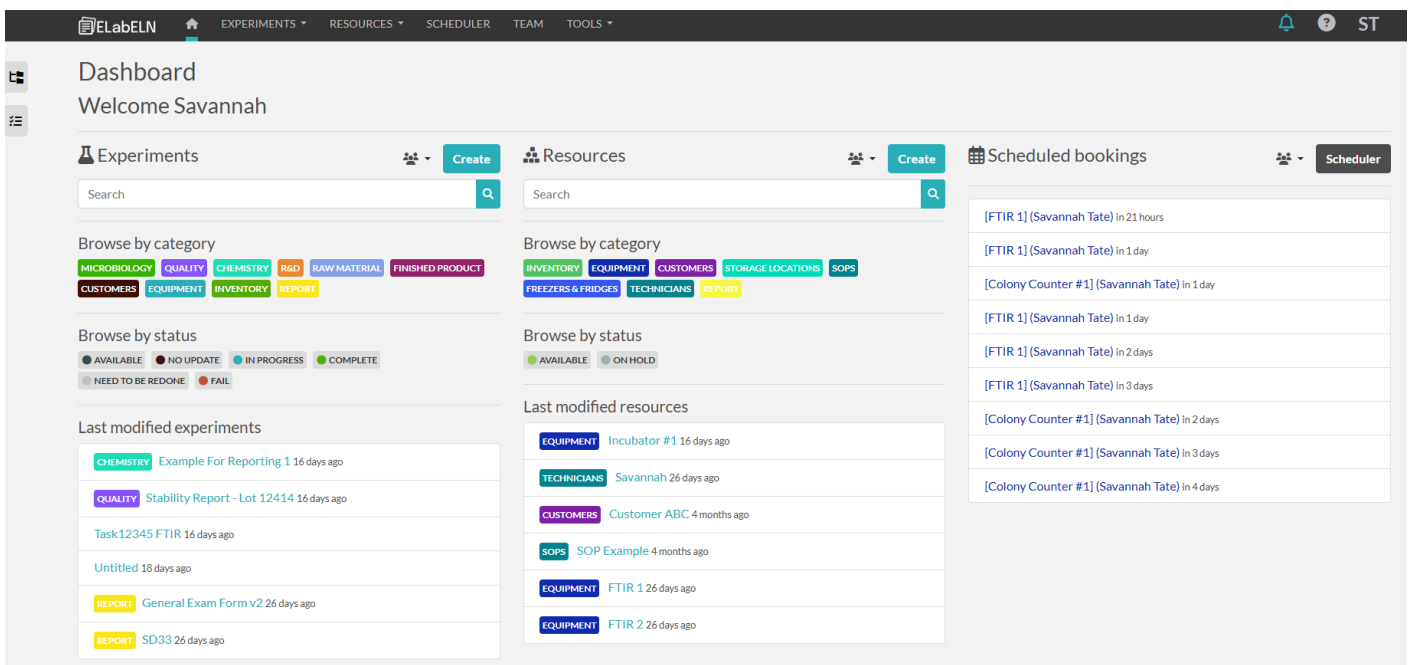
Dashboard and Menu

The Dashboard

The dashboard gives you an overview of experiment and resource categories and statuses, as well as recently edited pages. You can also see the upcoming scheduled bookings. You can open the scheduler by clicking within the scheduler or menu selection.

You can click on any category or status bubble to go to a list screen filtered for that selection. You can also search directly from the dashboard.

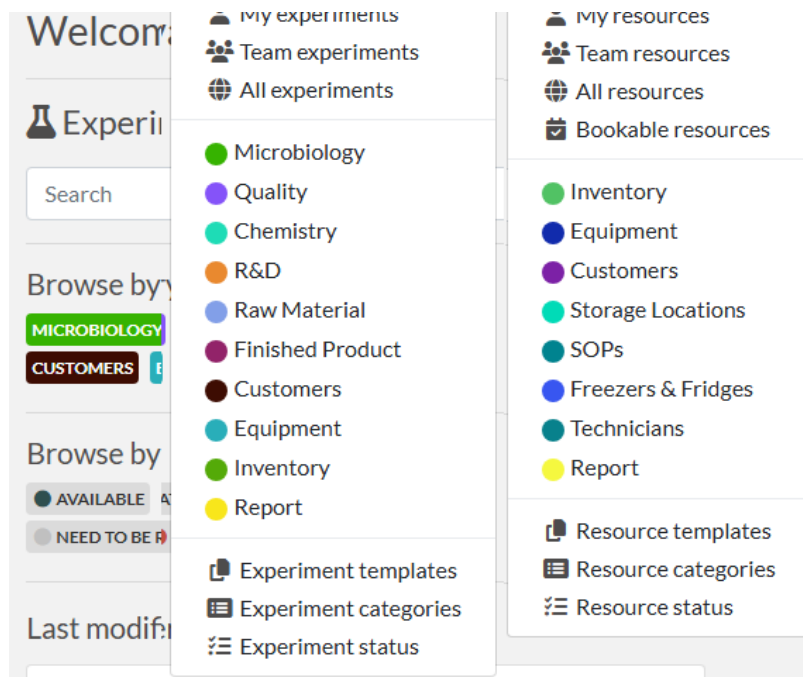
You can create a new experiment or resource by clicking the relevant create button.



The Menu

Home

- The house button takes you back to the dashboard.

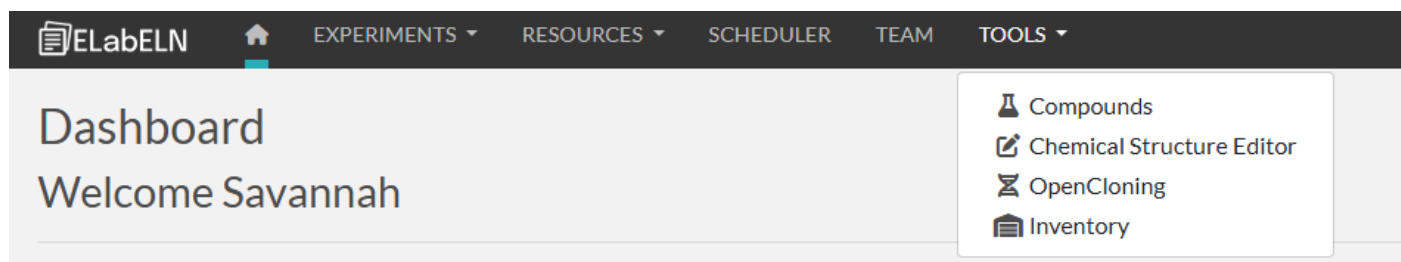


Experiments

- Clicking Experiments will open the list of ways to open experiments, templates, categories and statuses so that you can choose exactly what part of experiments you want to interact with. Clicking on one of the experiment categories will open a list filtered for that category. You can also search for a specific experiment with the search bar. Opening the templates, categories, or status will take you to the where you can then manage those items.

Resources

- Clicking Resources will open the list of ways to open resources, templates, categories and statuses so that you can choose exactly what part of resources you want to interact with. Clicking on one of the resource categories will open a list filtered for that category. You can also search for a specific resource with the search bar. Opening the templates, categories, or status will take you to the where you can then manage those items.



Scheduler

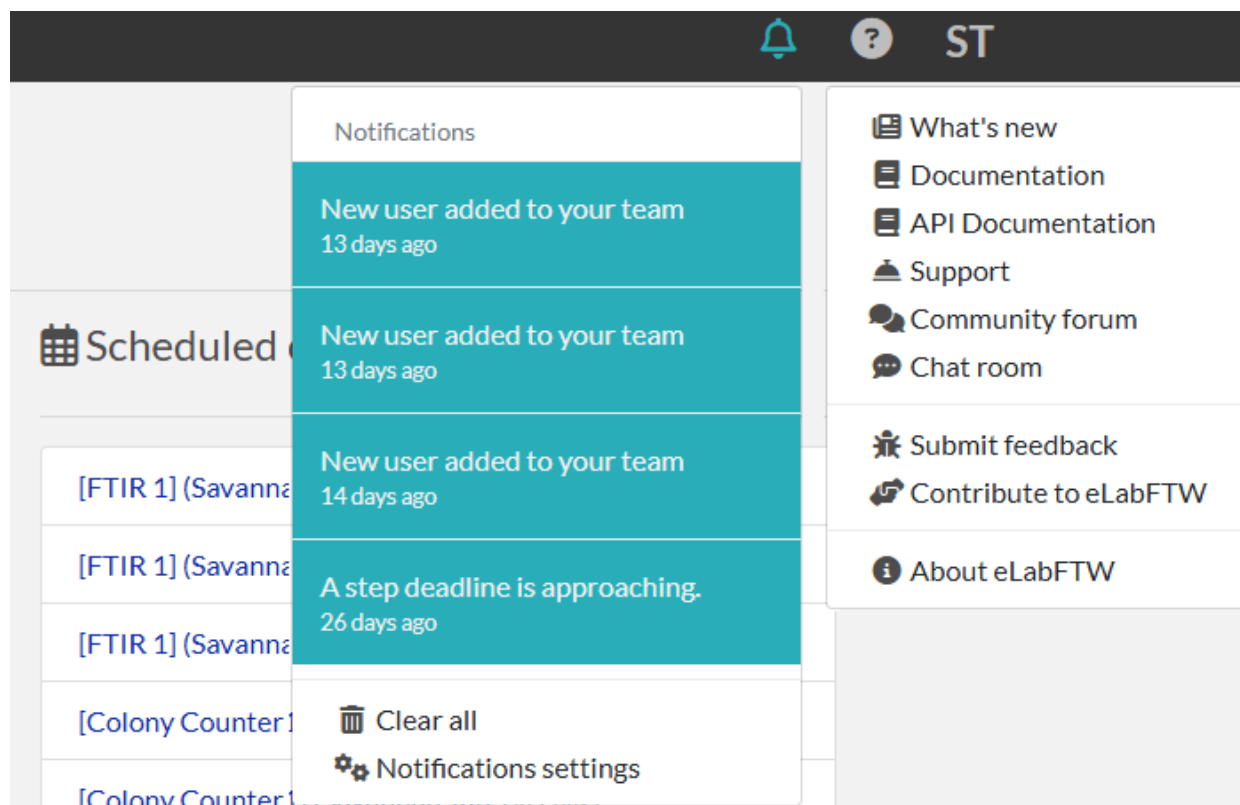
- Clicking Scheduler takes you to the calendar view of scheduled bookings.

Team

- Clicking Team will take you to a list of team members, From here, you can click on a team member to see their related pages

Tools

- Compounds
 - The ELN is connected to PubChem. Compounds is where you can import compounds from PubChem to use in your resources and experiments.
- Chemical Structure Editor
 - The Chemical Structure Editor allows you to create and edit chemical structures and add to your compounds database.
- OpenCloning
 - OpenCloning requires additional set up for use. If interested, let our team know!
- Inventory
 - Inventory allows you to manage experiments and resources stored in containers/locations, managed via this inventory page.

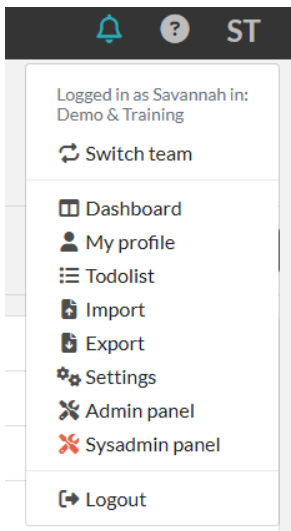


Notifications

- Notifications show here in the menu bar but can also come to your email.

Help

- Clicking the ? Button will open up multiple options for documentation and help.



User Menu

- Clicking your initials in the top right will open the [user menu](#), with links to settings, admin and sysadmin panels, and other functions.

Favorite Tags

- Clicking in the folder organizer icon on the far left on the dashboard opens up a view of your favorite tags.

To-Do List

- Clicking on the checklist icon on the far left on the dashboard opens up an overview of the to-do list, all uncompleted steps in all experiments and resources.

The screenshot displays the ELabELN dashboard interface, which is divided into two main sections: a left sidebar and a main content area.

Left Sidebar (To-Do List):

- Todolist:** A section with a search bar and a list of tasks. The tasks are:
 - example (7 months ago)
 - to do (8 months ago)
 - review running experiments (9 months ago)
- Unfinished steps:** A section with a toggle for 'User' and 'Team'.
- Experiments:** A section with a list of experiments:
 - Release (T0)
 - T2W
 - T1M
 - T3M
 - T6M
 - T9M
 - T12M
- Stability Report - Lot 12414:** A section with a list of reports:
 - Release (T0)
 - T2W
 - T1M
 - T3M
 - T6M
 - T9M
 - T12M
- General Exam Form v2:** A section with a list of forms:
 - testing
 - Move or return items
 - Case Ref 25/260925
 - Movement of item completed
 - Sub-exhibits to DP or FSP

Main Content Area (Dashboard):

- Header:** ELabELN logo, navigation tabs (EXPERIMENTS, RESOURCES, SCHEDULER, TEAM, TOOLS), and user profile (ST).
- Dashboard Welcome:** A section with a 'Welcome Savannah' message.
- Experiments:** A section with a search bar and a list of experiments. It includes filters for 'Browse by category' (MICROBIOLOGY, QUALITY, CHEMISTRY, R&D, RAW MATERIAL, FINISHED PRODUCT, CUSTOMERS, EQUIPMENT, INVENTORY, REPORT) and 'Browse by status' (AVAILABLE, NO UPDATE, IN PROGRESS, COMPLETE, NEED TO BE REDONE, FAIL).
- Resources:** A section with a search bar and a list of resources. It includes filters for 'Browse by category' (INVENTORY, EQUIPMENT, CUSTOMERS, STORAGE LOCATIONS, SOPS, FREEZERS & FRIDGES, TECHNICIANS, REPORT) and 'Browse by status' (AVAILABLE, ON HOLD).
- Scheduled bookings:** A section with a 'Scheduler' button and a list of bookings:
 - [FTIR 1] (Savannah Tate) in 17 hours
 - [FTIR 1] (Savannah Tate) in 1 day
 - [FTIR 1] (Savannah Tate) in 2 days
 - [Colony Counter #1] (Savannah Tate) in 20 hours
 - [Colony Counter #1] (Savannah Tate) in 1 day
 - [Colony Counter #1] (Savannah Tate) in 2 days
- Last modified resources:** A section with a list of resources:
 - EQUIPMENT: Incubator #1 18 days ago
 - TECHNICIANS: Savannah 27 days ago
 - CUSTOMERS: Customer ABC 4 months ago
 - SOPS: SOP Example 4 months ago
 - EQUIPMENT: FTIR 1 27 days ago
 - EQUIPMENT: FTIR 2 27 days ago
- Last modified experiments:** A section with a list of experiments:
 - CHEMISTRY: Example For Reporting 1 18 days ago
 - QUALITY: Stability Report - Lot 12414 18 days ago
 - Task12345 FTIR 18 days ago
 - Untitled 20 days ago
 - REPORT: General Exam Form v2 27 days ago
 - REPORT: SD33 27 days ago

Experiments - Overview & Permissions

Experiments can be created from a blank template or from any template that you set up. They can be categorized by category, status, and tags.

Each experiment is created with a unique ID. The title can be edited to anything you prefer.

Permissions

Experiment belong to a User. That ownership can be transferred to other users.

Permissions can be set for visibility and editing for Experiment Templates and individual Experiments by Team, User Groups, and User. The permissions can be managed on the Template for the template itself and for any derived experiments. At the template, you can lock permissions so that they cannot be edited for derived experiments.

▼ PERMISSIONS

Permissions for the template

👁 Visibility

+

Only members of the team

✎ Can write

+

Only owner and admins

Permissions for the derived entry

Entries created from this template will inherit these permissions. If they are locked down, the permissions will not be modifiable by Users, only Admins.

👁 Visibility

+

Only members of the team

Lock down read permissions ☒

✎ Can write

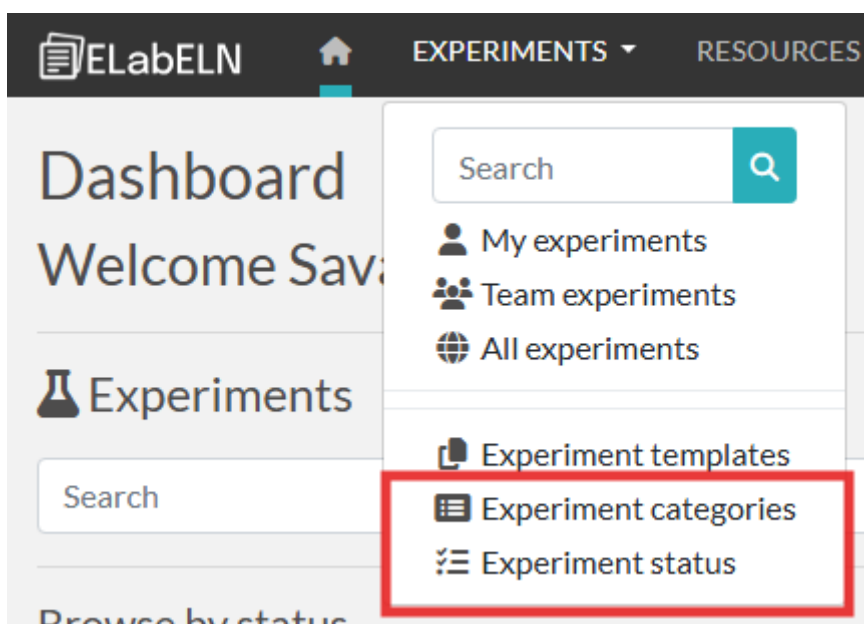
+

Only owner and admins

Lock down write permissions ☐

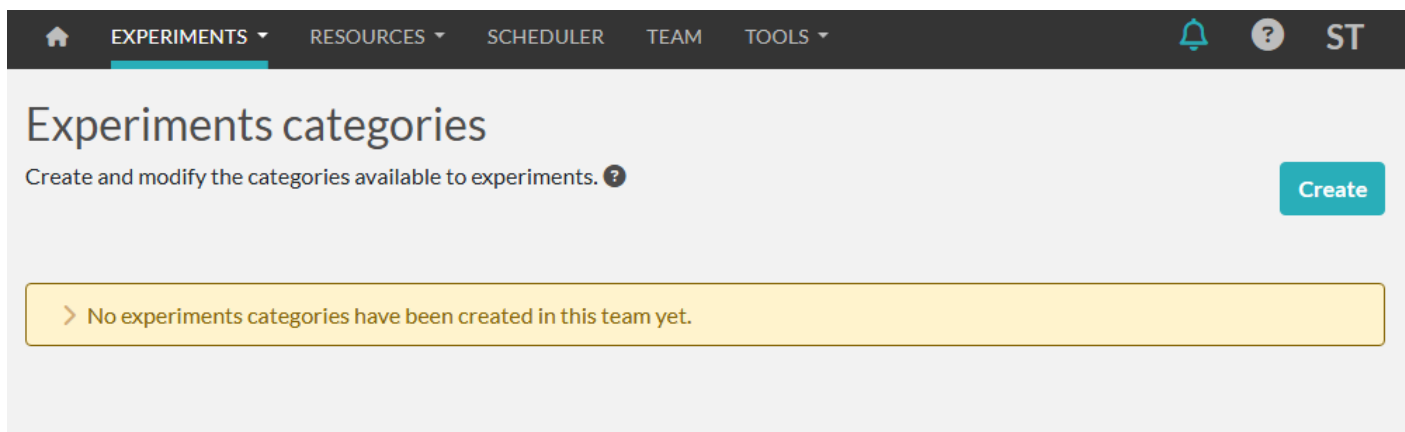
Experiment Categories & Statuses

Experiments can be categorized with Categories and Statuses. You can manage category and status names and colors by clicking on the Experiment tab in the menu, then either clicking Experiment Categories or Experiment Status:

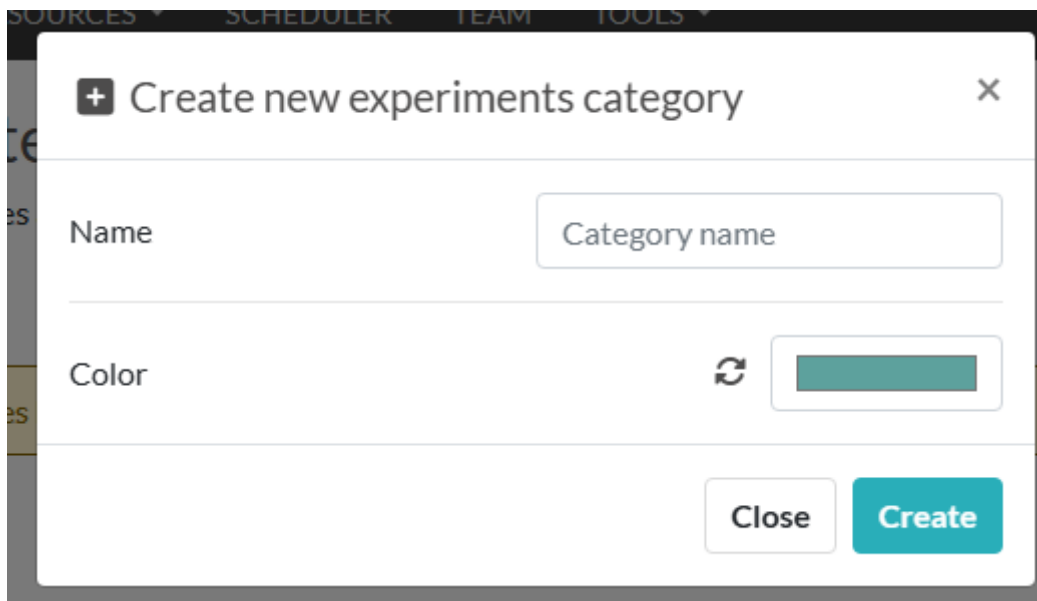


Experiment Categories

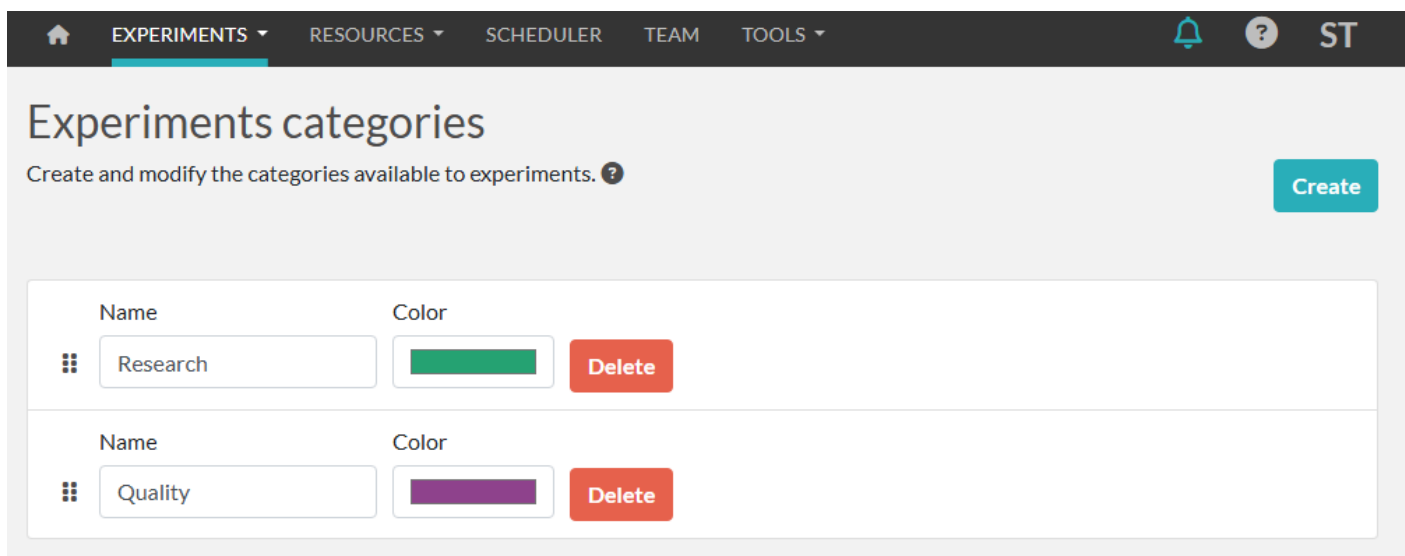
When you click Experiment Categories from the experiments tab in the menu, you will see the Create button to add new categories.



When you click create, a pop up will guide you in creating a category name and color.



You can edit these names and colors and add/delete categories as needed.



Experiment Status

When you click Experiment Status from the experiments tab in the menu, you will see the statuses that come preloaded. You can edit these names and colors and add/delete statuses as needed.

 EXPERIMENTS ▾ RESOURCES ▾ SCHEDULER TEAM TOOLS ▾

 ST

Experiments status

Create and modify the status available to experiments. 

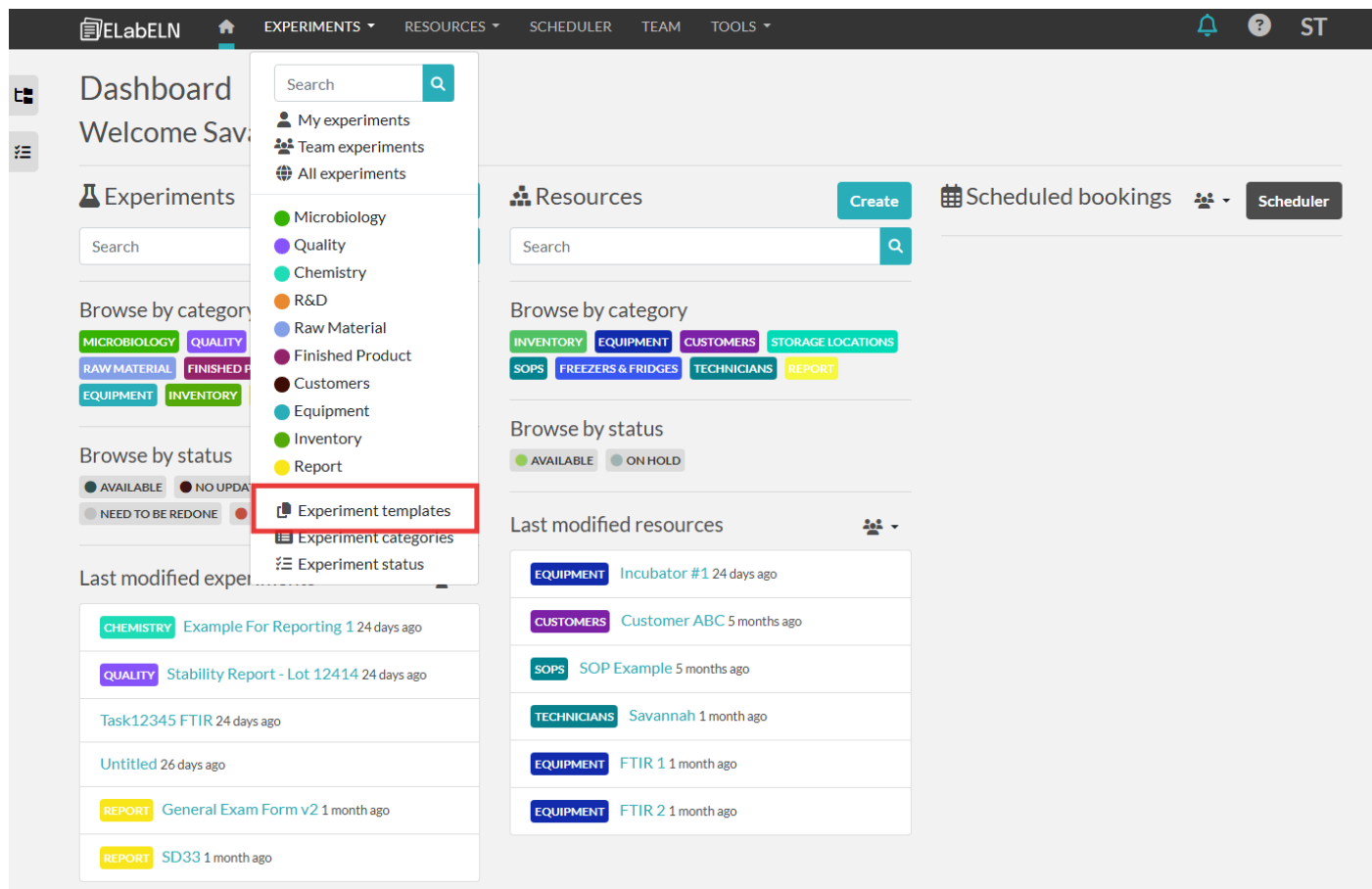
Create

Name	Color	
 Running	<input type="color" value="#009682"/>	Delete
 Success	<input type="color" value="#4CAF50"/>	Delete
 Need to be redone	<input type="color" value="#9E9E9E"/>	Delete
 Fail	<input type="color" value="#C0392B"/>	Delete

Experiment Templates

Experiment templates can be set up to streamline data collection while maintaining flexibility for each experiment's data capture.

From the menu, go to experiments, then Experiment Templates, to create, edit, and manage templates for experiments.



From the templates page, you can search, filter, and change the view of the templates similar to the experiments list screen. Clicking the pencil button will open the template for editing. You can also create a new template by clicking create.

On the edit screen, there are several ways to set up data capture:

1. Experiment Category

The Experiment Category is used to categorize experiments. This category can be used to filter experiments while searching. You can edit the category by clicking on Add Category just above the Template Title.

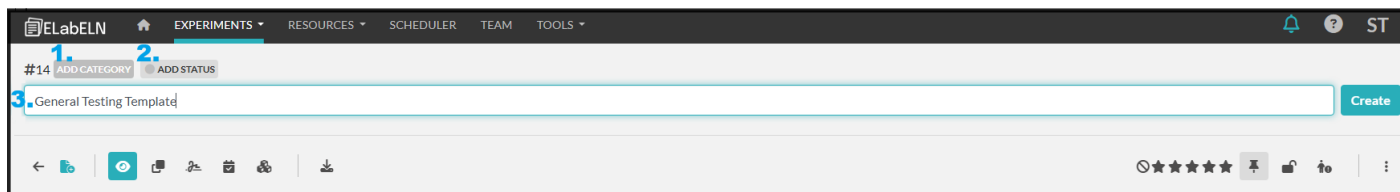
2. Experiment Status

You can leave the state as "Not Set" for the template so that the status for new experiments must be set manually. If you want the status for new experiment to be automatic, choose that status in the template.

You can edit the category by clicking on Add Status just above the Template Title.

3. Template Title

You can edit the template title by clicking to open it. This name is what users will see when selecting which template to start their experiment with.



Just below the title, you will see another set of symbols with various functions:

- Back to list
- Create Experiment from this template
- View Mode
- Duplicate template
- Add Signature
 - Adding your signature will cryptographically sign the content of this entry, and the signature will be stored alongside the content at the time of signature, in an archive, visible as attachment (masked by default because archived).
- Timestamp
 - Timestamping an entry will create an irrefutable proof that the data was present at this point in time. You can timestamp an entry as many times as necessary: an immutable timestamp archive will be created each time, and stored as attachment. With Trusted Timestamping (RFC3161), a cryptographic hash of your data is sent to a trusted third party. They reply with a token containing the current time, and they sign the token with their private key.
- Add to blockchain
 - Timestamping an entry will create an irrefutable proof that the data was present at this point in time. You can timestamp an entry as many times as necessary: an immutable timestamp archive will be created each time, and stored as attachment. With Blockchain Timestamping, the cryptographic fingerprint of your data is added to a blockchain that is impossible to modify. This function uses the Bloxberg Consortium blockchain based on Ethereum.
- Export
 - PDF File
 - ZIP Archive
 - ELN Archive
 - CSV File
 - QR Code
 - JSON

The toggle lock is another feature used to prevent others from editing the template. Only the person who sets the lock or admins can unlock the template for editing.

When creating a new field, you can select the group, type of field, name of the field, any description, and enter in selection choices for dropdown menu or radio buttons.

You can also choose:

- Whether data in that field is copied to a new experiment.
- Whether that field is required.
- Whether that field is read-only (not editable).

You can also Load Fields from other Templates to reduce time in repeating fields you have set up for other templates.

▼ EXTRA FIELDS

▼ SAMPLE DETAILS

Sample Type *

select-one

Sample Type 1

Sample Collection *

datetime-local

Now mm/dd/yyyy --:-- --

▼ ANALYSIS

Pass / Fail *

radio

☒ Pass ☐ Fail

Test 1 Result *

text

Equipment Used:

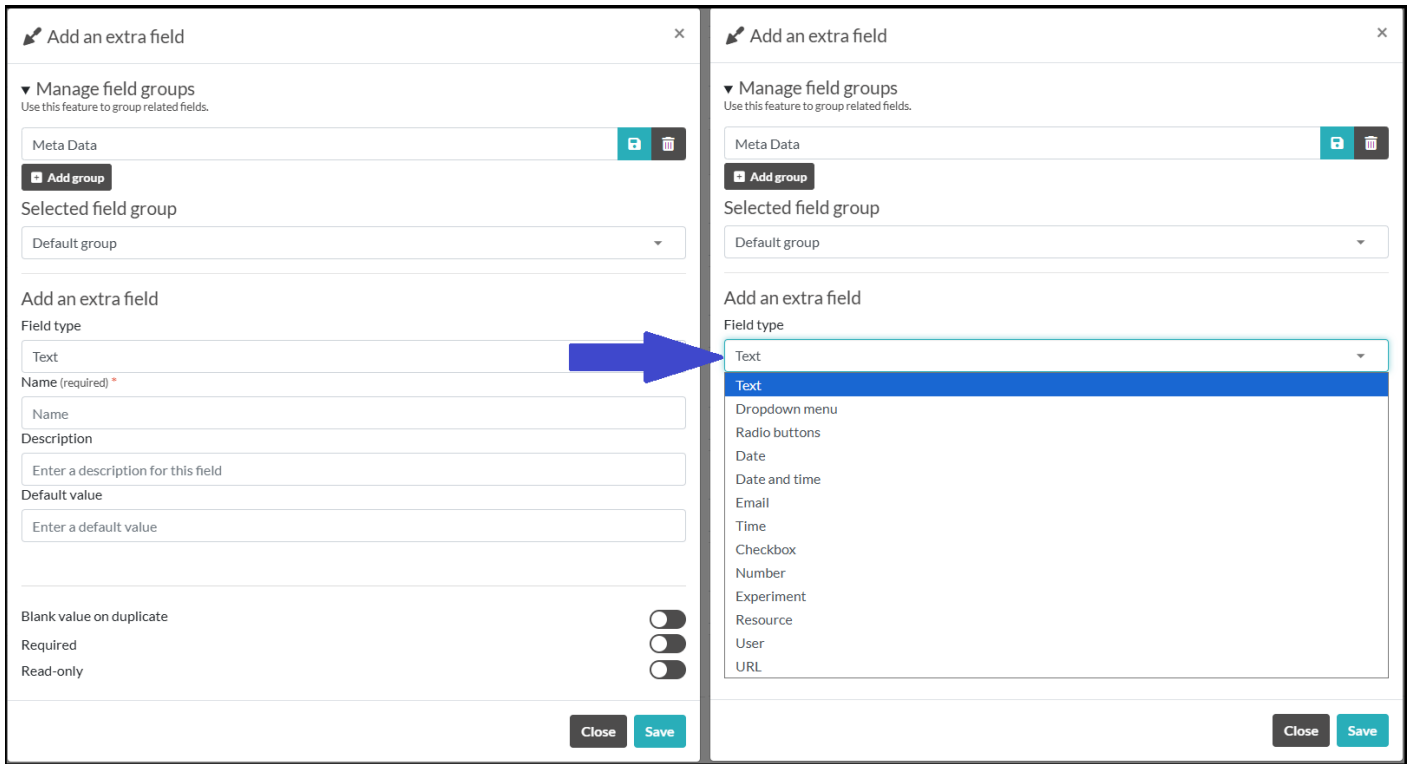
text

Inventory Used:

text

Add field

Load fields



7. Attached Files

Any files can be uploaded to the template to be automatically included in experiments created from this template. Files can be versioned and archived as needed.



8. Steps

Steps can be added to the Template and edited for each individual experiment.

Steps can be used to track sequential workflows or to set deadlines for upcoming tasks.

Once you set a deadline, you can edit the information to a specific day and time, as well as turn on the notification using the bell symbol.

8. STEPS (4)

Preparation

Completion time: Not finished

Add a deadline

Copy step to cursor position

Start Testing

Completion time: Not finished

1 hour

Save

Copy step to cursor position

Testing End

Completion time: Not finished

Deadline:

09/26/2025 08:52 PM

Save

Cancel

Copy step to cursor position

Review

*Coming Soon: Spreadsheet Editor

SPREADSHEET EDITOR

Sheet1

Default

Beta Notice: The spreadsheet editor is currently in beta (preview release) and should be used with caution. Please avoid storing important data in it. Additionally, files that include styling or advanced features such as graphics may not display as they originally appear. This editor is best suited for simple calculations and handling formulas. We welcome any feedback you may have.

	A	B					G	H	I	J	K	L
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												

9. Linked Experiments

Admins can set experiments to automatically link to any experiment created from this template. Or users can link individual experiments once created.

To link an experiment, start typing the title of the experiment in the field and select the correct option and click Add.

To delete a linked experiment, click the trash can next to it.

10. Linked Resources

Admins can set any resource to automatically link to any experiment created from this template. Or users can link individual resources once created.

To link a resource, start typing the title of the resource in the field and select the correct option and click Add.

To delete a linked resource, click the trash can next to it.

9. ▾ LINKED EXPERIMENTS (1)

 PHYSICS - CHEMISTRY COMPLETE Example For Reporting  

Search in experiments 

10. ▾ LINKED RESOURCES (0)



 JSON EDITOR

- 43 - Inventory - Available - Experiment 1
- 21 - Inventory - Available - DI Water - Lot 985232
- 5 - Inventory - Available - DI Water - Lot 654321

11. Compounds

The compounds section gives you the ability to link compounds that have been imported into the ELN from PubChem. You can view the warning symbols and additional information.

11. ▾ COMPOUNDS (1)

▶ ACETONE   



12. Permissions for the Template

Permissions for the experiment template are to set permissions for who can see the template and who can edit the template.

13. Permissions for the Derived Experiment

Permissions for the Derived Experiment are to set permissions for who can see the newly created experiments and who can edit that experiment. The template can lock the permissions for derived experiments so that the permissions can not be changed.

▼ PERMISSIONS

12. Permissions for the template

- | | | |
|--|---|--------------------------|
|  Visibility |  | Only members of the team |
|  Can write |  | Only owner and admins |

13. Permissions for the derived entry

Entries created from this template will inherit these permissions. If they are locked down, the permissions will not be modifiable by Users, only Admins.

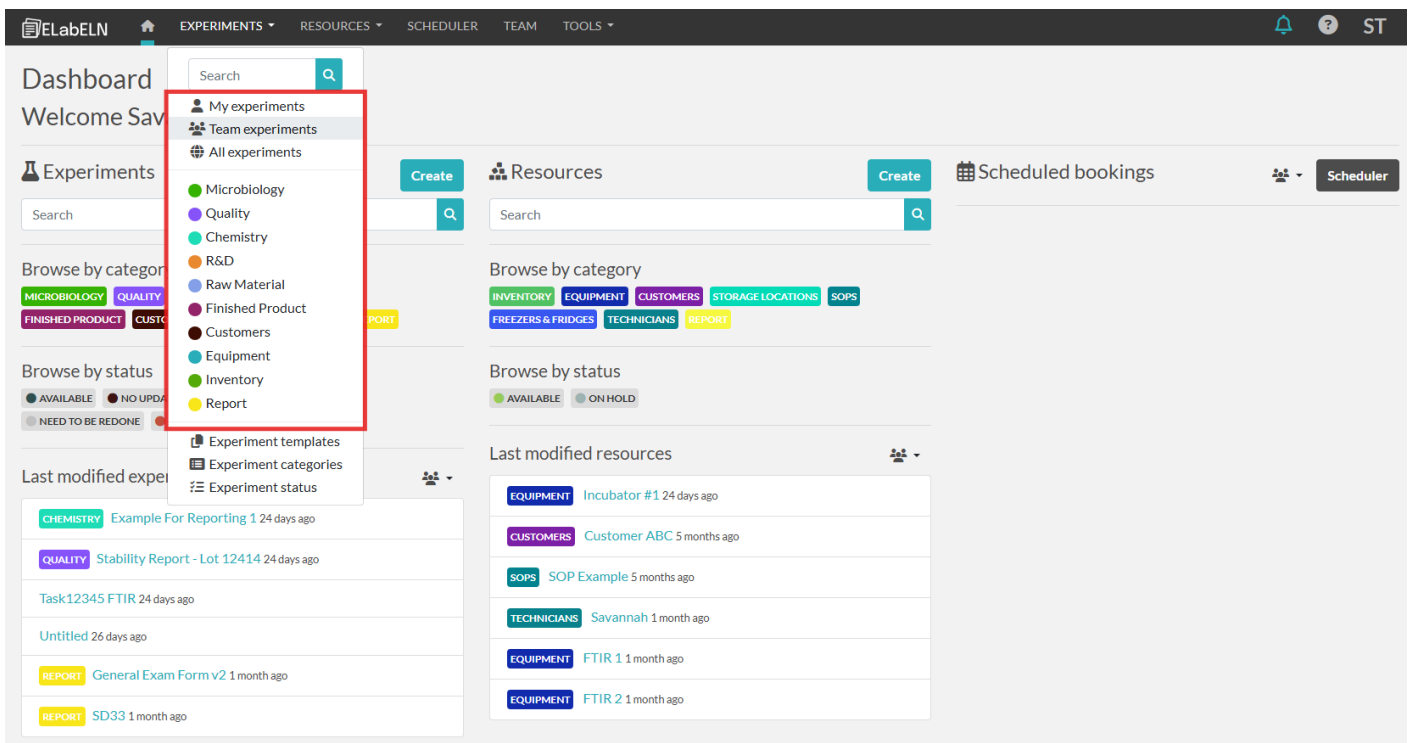
- | | | |
|--|---|--------------------------|
|  Visibility |  | Only members of the team |
| Lock down read permissions  | | |
|  Can write |  | Only owner and admins |

Lock down write permissions 

Experiment List Screen

From the menu, you can click Experiments to see options to view a list of experiments, filtered by that selection:

- My experiments
 - a list of all experiments that you are the owner of
- Team experiments
 - a list of all experiments that a user in your team is the owner of
- All experiments
 - a list of all experiments that you have permission to view
- Experiment Category Selections
 - a list of experiments filtered for that specific category selection



List Views

By clicking on the Switch Layout button, you can change the view of your list screen:

ELabELN

EXPERIMENTS

RESOURCES

SCHEDULER

TEAM

TOOLS

ST

?

Experiments

Create

Search in experiments

Filter category

Filter status

Filter owner

Tags

CHEMISTRY

COMPLETE

Example For Reporting 1

NEXT STEP: share with team

101

2025-03-18

QUALITY

7 Stability Report - Lot 12414

NEXT STEP: Release (T0)

2025-10-24

Task12345 FTIR

NEXT STEP: Stop FTIR

2025-09-18

Untitled

2025-10-22

REPORT

IN PROGRESS

5 General Exam Form v2

NEXT STEP: testing

2025-10-15

ELabELN

EXPERIMENTS

RESOURCES

SCHEDULER

TEAM

TOOLS

ST

?

Experiments

Create

Search in experiments

Filter category

Filter status

Filter owner

Tags

Date	Title	Next step	Category	Status	Tags	Rating	Owner
2025-03-18	Example For Reporting 1	share with team	CHEMISTRY	COMPLETE	101		Savannah Tate
2025-10-24	7 Stability Report - Lot 12414	Release (T0)	QUALITY				Savannah Tate
2025-09-18	Task12345 FTIR	Stop FTIR					Savannah Tate
2025-10-22	Untitled						Savannah Tate
2025-10-15	5 General Exam Form v2	testing	REPORT	IN PROGRESS			Savannah Tate
2025-06-15	SD33		REPORT		12345 example Report test		Savannah Tate
2025-09-26	Case Ref 25/260925	Movement of ite...	REPORT	NO UPDATE	Firearms		Savannah Tate

Expand

You can click the plus sign for an experiment to expand the visible information.

You can also click the expand all button to do the same thing for all experiments in the list.

ELabELN

EXPERIMENTS

RESOURCES

SCHEDULER

TEAM

TOOLS

ST

Experiments

Create

Search in experiments

Filter category

Filter status

Filter owner

Tags

CHEMISTRY

COMPLETE

2025-03-18

Example For Reporting 1

NEXT STEP: share with team

101

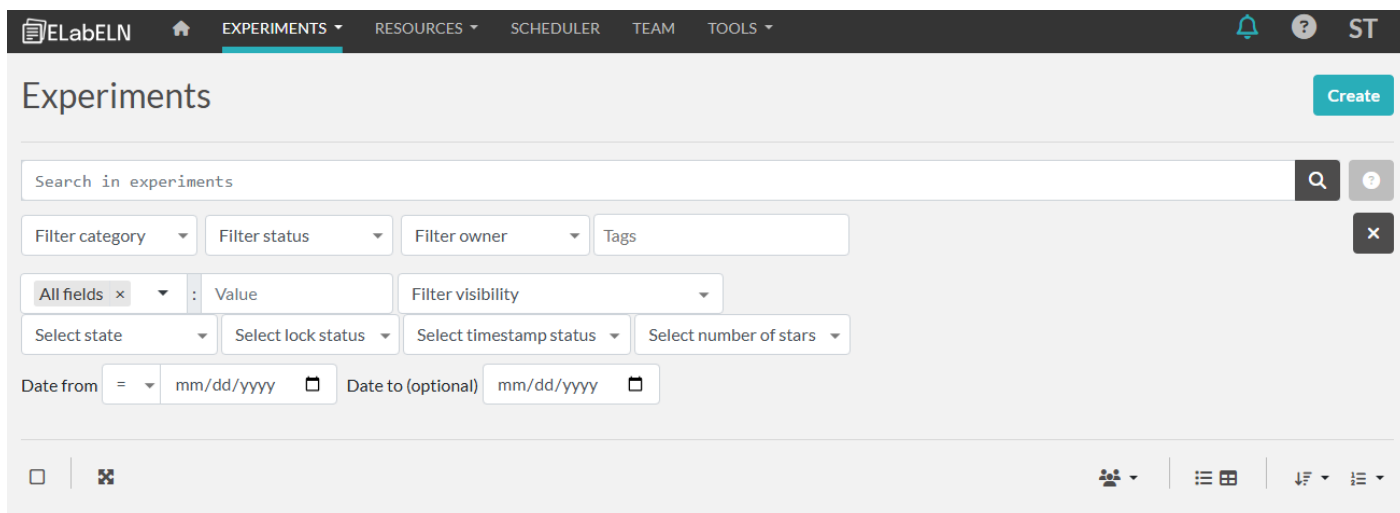
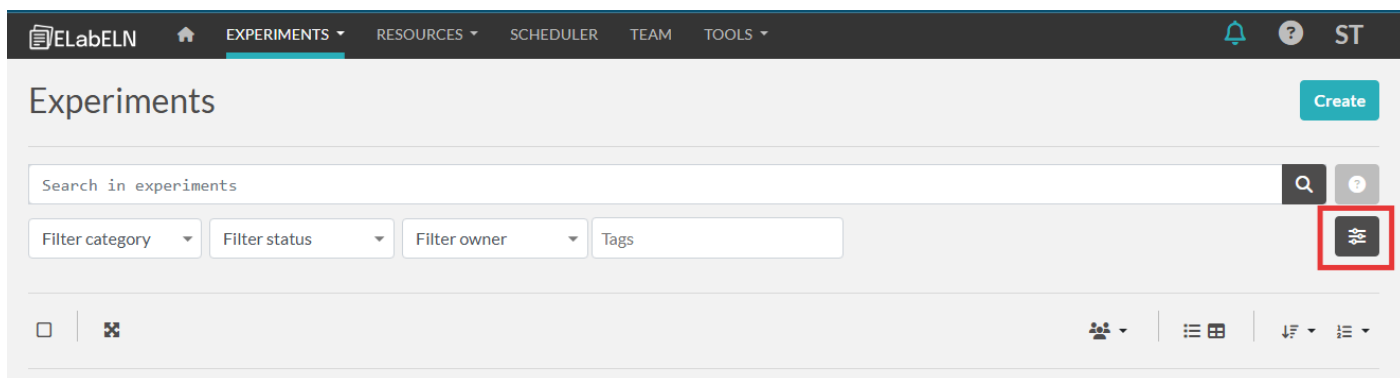
Water Testing Report

Company A	Contact
123 Main Street	Email
City, State 12345	Phone
Client: Company A Customers - Customer ABC	
Customers - Customer ABC	
Sample Date & Time:	Sample Collector:
Sample Location	Container
Tests	Preservative

Search, Filter, and Other Options

Below the search bar, you can change the filter for scope: Self, Team, Everything. You can also sort the list by a variety of choices and choose how many results show per page.

Clicking the filter button will option up more advanced filter and search choices:



Bulk Update

If you select multiple entries, additional options will populate to update various parts of those selected:

Experiments

Create

Search in experiments



Filter category

Filter status

Filter owner

Tags



With selected:

Export

Lock

Unlock

Timestamp

Archive

Unarchive

Delete

Restore

Change category

Change status

Change read permissions

Change write permissions

Add a tag

Add a link

Any category

Link to an experiment

Any author

Save

Reset



CHEMISTRY



COMPLETE

2025-03-18



Example For Reporting 1

NEXT STEP: share with team



101



QUALITY

2025-10-24



7 Stability Report - Lot 12414

NEXT STEP: Release (T0)



Task12345 FTIR

NEXT STEP: Stop FTIR

2025-09-18



Resources - Overview & Permissions

Resources can be used to track a variety of things in the lab using different categories, including equipment, inventory, personnel, customers, storage locations, and more.

Resources can be created from a Resource Template that you set up. Resources can be categorized by category, status, and tags.

Resources can be booked on their resource page or on the scheduler calendar from the dashboard, once the booking permissions are updated.

Permissions

Each resource belongs to a Team, not a specific user. Any user can comment on a resource that they can see without editing the resource.

Permissions can be set for visibility and editing for Resource Templates and individual Resources by Team, User Groups, and User. The permissions can be managed on the Template for the template itself and for any derived resources. At the template, you can lock permissions so that they cannot be edited for derived resources.

▼ PERMISSIONS

Permissions for the template

 Visibility  Only members of the team

 Can write  Only members of the team

Permissions for the derived entry

Entries created from this template will inherit these permissions. If they are locked down, the permissions will not be modifiable by Users, only Admins.

 Visibility  Only members of the team

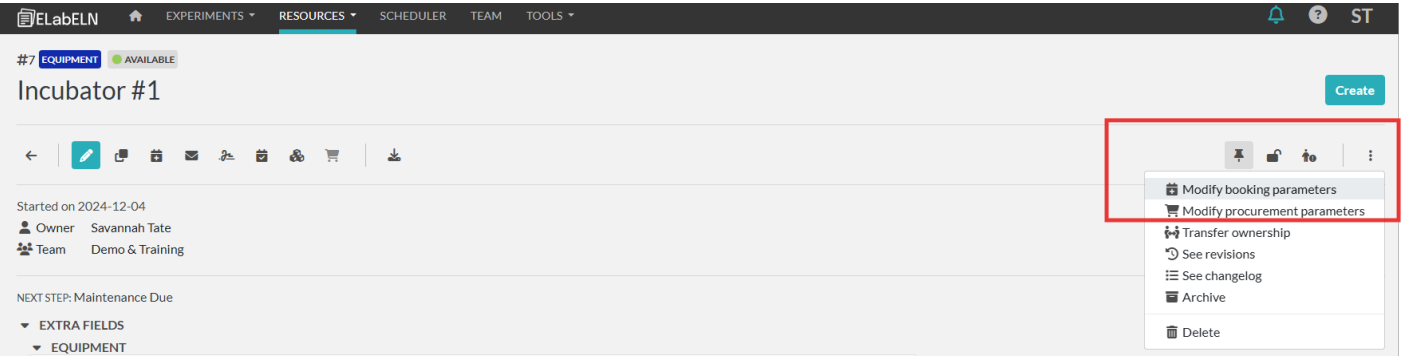
Lock down read permissions ☒

 Can write  Only members of the team

Lock down write permissions ☐

Booking Permissions

Each resource needs to have booking permissions turned on before it is able to be scheduled on the scheduler.



When you open the booking parameters, you will have several settings that can be adjusted per resource:

 Modify booking parameters

Allow booking this resource

☒

Allow overlapping slots

☒

Maximum slot time (in minutes)

Maximum per-user future slot allowed

Allow users booking in past

☐

Allow cancelling a booking slot

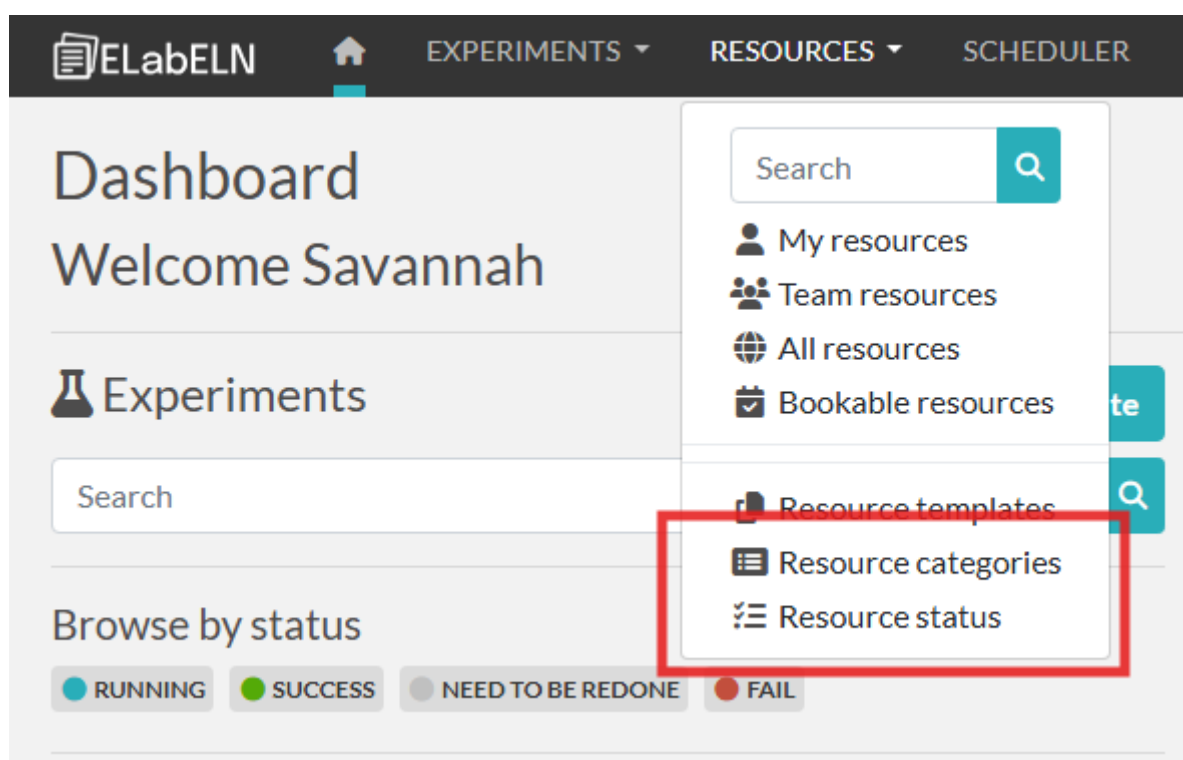
☒

Minimum time before a slot can be cancelled (in minutes)

Close

Resource Categories & Statuses

Resources can be categorized with Categories and Statuses. You can manage category and status names and colors by clicking on the Resource tab in the menu, then either clicking Resource Categories or Resource Status:



Resource Categories

When you click Resource Categories from the resources tab in the menu, you will see the Create button to add new categories.

[Home](#) [EXPERIMENTS](#) [RESOURCES](#) [SCHEDULER](#) [TEAM](#) [TOOLS](#) [Notifications](#) [Help](#) [ST](#)

Resources categories

Create and modify the categories available to resources. ?

Create

> No resources categories have been created in this team yet.

When you click create, a pop up will guide you in creating a category name and color.

+

Create new resources category

×

Name

Inventory

Color

↺↻

Close

Create

You can edit these names and colors and add/delete categories as needed.

[Home](#) [EXPERIMENTS](#) [RESOURCES](#) [SCHEDULER](#) [TEAM](#) [TOOLS](#) [Notifications](#) [Help](#) [ST](#)

Resources categories

Create and modify the categories available to resources. ?

Create

Name

Inventory

Color

Delete

Name

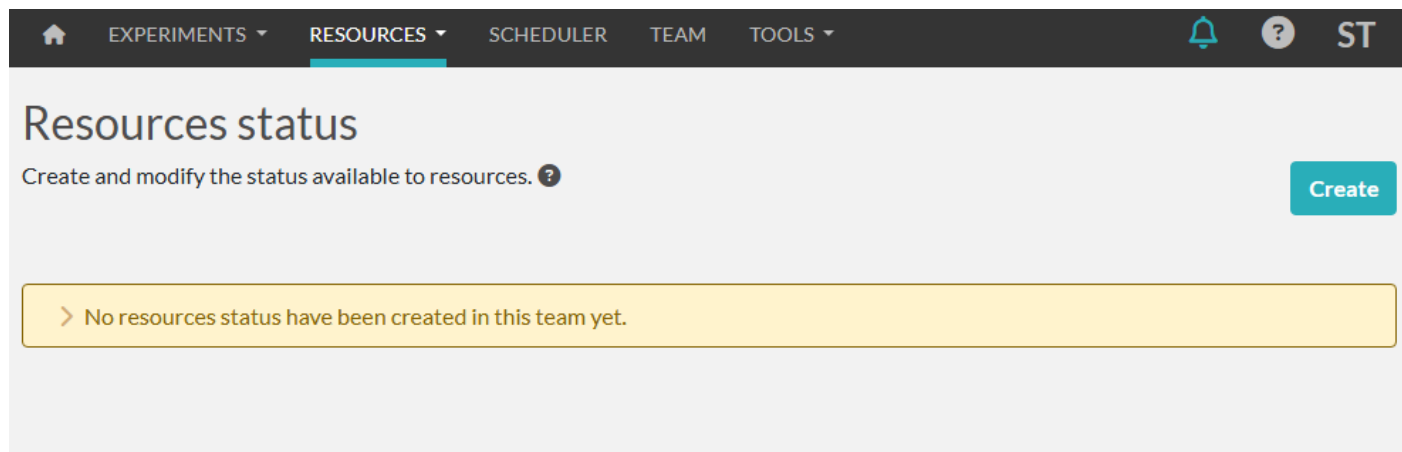
Equipment

Color

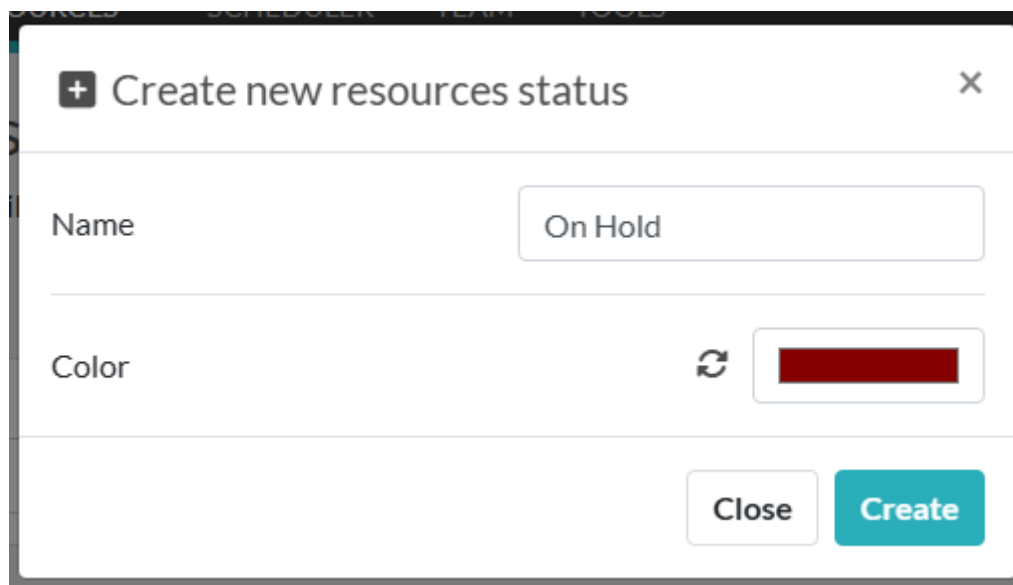
Delete

Resource Status

When you click Resource Status from the resources tab in the menu, you will see the Create button to add new resources.



When you click create, a pop up will guide you in creating a resource name and color.



You can edit these names and colors and add/delete resources as needed.

Resources status

Create and modify the status available to resources. ?

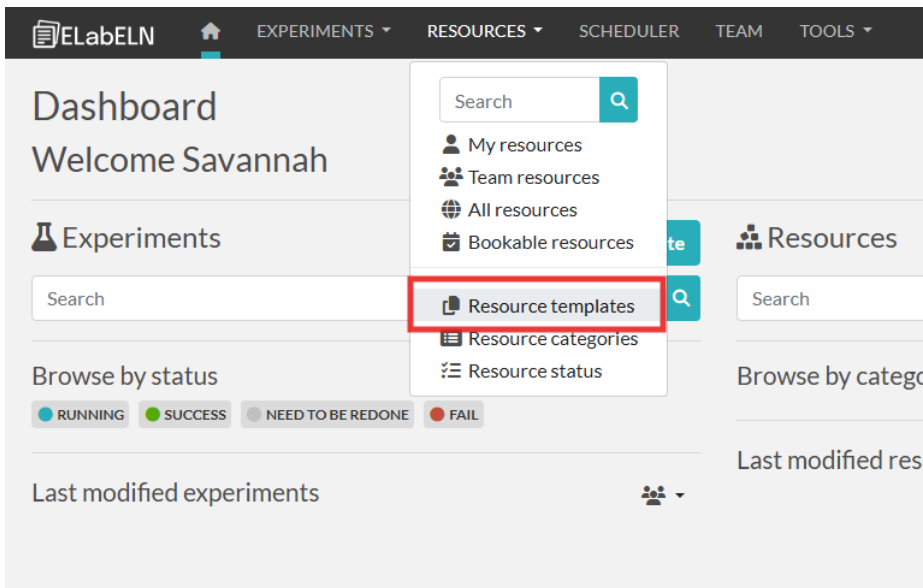
Create

Name		Color	
	Avaliable		Delete
Name		Color	
	On Hold		Delete

Resource Templates*

Resource templates can be set up to streamline data collection while maintaining flexibility for each resource's data capture.

From the menu, go to Resources, then Resource Templates, to create, edit, and manage templates for resources.



From the templates page, you can search, filter, and change the view of the templates similar to the resources list screen. Clicking the pencil button will open the template for editing. You can also create a new template by clicking create.

A screenshot of the 'Resources templates' page in ELabELN. The page has a search bar and filter options (Filter category, Filter status, Filter owner, Tags). Below the filters is a table of templates. The table has columns: Date, Title, Next step, Category, Status, Tags, Rating, and Owner. The table contains 8 rows of templates, all with a status of 'AVAILABLE'.

Date	Title	Next step	Category	Status	Tags	Rating	Owner
2025-11-18	Technicians	Training Renewal Due		AVAILABLE			Savannah Tate
2025-11-18	SOPs	Review Due		AVAILABLE			Savannah Tate
2025-11-18	Inventory	Expiration Date		AVAILABLE			Savannah Tate
2025-11-18	Report			AVAILABLE			Alan Vaughan
2025-11-18	Freezers & Fridges			AVAILABLE			Savannah Tate
2025-11-18	Equipment			AVAILABLE			Savannah Tate
2025-11-18	Storage Locations						Savannah Tate
2025-11-18	Customers			AVAILABLE			Savannah Tate

On the edit screen, there are several ways to set up data capture:

1. Resource Category

The Resource Category is used to categorize resources. This category can be used to filter resources while searching. You can edit the category by clicking on Add Category just above the Template Title.

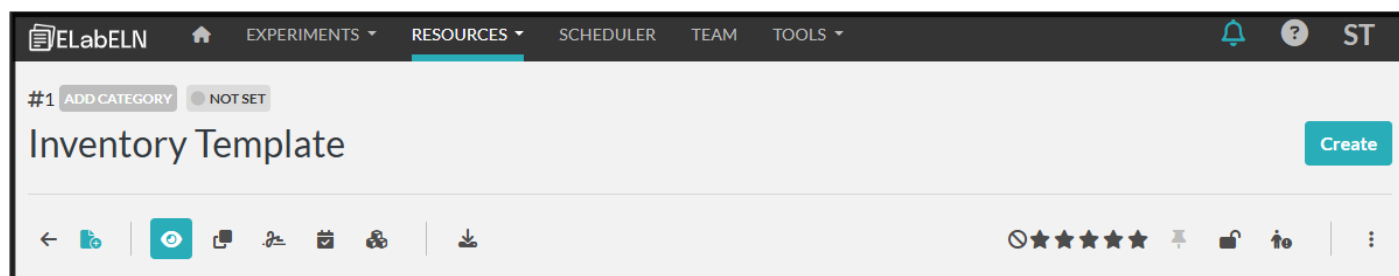
2. Resource Status

You can leave the state as "Not Set" for the template so that the status for new resources must be set manually. If you want the status for new resource to be automatic, choose that status in the template.

You can edit the category by clicking on Add Status just above the Template Title.

3. Template Title

You can edit the template title by clicking to open it. This name is what users will see when selecting which template to start their resource with.



Just below the title, you will see another set of symbols with various functions:

- Back to list
- Create Experiment from this template
- View Mode
- Duplicate template
- Add Signature
 - Adding your signature will cryptographically sign the content of this entry, and the signature will be stored alongside the content at the time of signature, in an archive, visible as attachment (masked by default because archived).
- Timestamp
 - Timestamping an entry will create an irrefutable proof that the data was present at this point in time. You can timestamp an entry as many times as necessary: an immutable timestamp archive will be created each time, and stored as attachment.

With Trusted Timestamping (RFC3161), a cryptographic hash of your data is sent to a trusted third party. They reply with a token containing the current time, and they sign the token with their private key.

- Add to blockchain
 - Timestamping an entry will create an irrefutable proof that the data was present at this point in time. You can timestamp an entry as many times as necessary: an immutable timestamp archive will be created each time, and stored as attachment. With Blockchain Timestamping, the cryptographic fingerprint of your data is added to a blockchain that is impossible to modify. This function uses the Bloxberg Consortium blockchain based on Ethereum.
- Export
 - PDF File
 - ZIP Archive
 - ELN Archive
 - CSV File
 - QR Code
 - JSON

The toggle lock is another feature used to prevent others from editing the template. Only the person who sets the lock or admins can unlock the template for editing.



4. Tags

You can use tags as another way to categorize resources (and experiments). You can leave the template tags empty or set tags to automatically apply to derived resources.

5. Main Text

The main text field includes a variety of options for tracking data. Click each tab to see additional formatting abilities: File, Edit, View, Insert, Format, Tools, Table.

Note: if you import resources using an excel sheet, the excel sheet can include the name of the resource and any information you want displayed in the main text area.

Tags

Add a tag

► Suggested tags

▼ MAIN TEXT

File Edit View Insert Format Tools Table



Paragraph ▼ 12pt ▼ **B** *I* U 





Vendor	Catalog #	Lot #	Expiration Date	Notes	Link

table > tbody > tr > td

Last saved: 3 months ago

Switch editor

Display main text 

Save

Save and go back

6. Extra Fields

When creating a new field, you can select the group, type of field, name of the field, any description, and enter in selection choices for dropdown menu or radio buttons.

- Whether data in that field is copied to a new resource.
- Whether that field is required.
- Whether that field is read-only (not editable).

You can also Load Fields from other Templates to reduce time in repeating fields you have set up for other categories.

Received Date ^{*} date

Today mm/dd/yyyy

Add field

Load fields

Add an extra field

×

▼ Manage field groups

Use this feature to group related fields.

Meta Data

Add group

Selected field group

Default group

Add an extra field

Field type

Text

Name (required) *

Name

Description

Enter a description for this field

Default value

Enter a default value

Blank value on duplicate

Required

Read-only

Close

Save

Add an extra field

×

▼ Manage field groups

Use this feature to group related fields.

Meta Data

Add group

Selected field group

Default group

Add an extra field

Field type

Text

Text

Dropdown menu

Radio buttons

Date

Date and time

Email

Time

Checkbox

Number

Experiment

Resource

User

URL

Close

Save

7. Attached Files

Any files can be uploaded to the template to be automatically included in experiments created from this template. Files can be versioned and archived as needed.

▼ ATTACHED FILES (0)

Drop files here to upload

File size limit: 100 MB

8. Steps

Steps can be added to the Resource Template and edited for each individual resource.

8.

▼ STEPS (2)

Maintenance Due

Calibration Due

Add a step

Steps can be used to track sequential workflows or to set deadlines for upcoming tasks.

STEPS (2)

Maintenance Due

Completion time: Not finished

1 hour

Save

Set deadline in

1 hour

1 day

1 week

1 month

1 year

34

Calibration Due

Completion time: Not finished

Deadline: 5 May 2025, 01:15:34

Copy step to cursor position

Add a step

In a resource (not the template), once you set a deadline, you can edit the information to a specific day and time, as well as turn on the notification using the bell symbol.

Maintenance Due

Completion time: Not finished

Deadline:

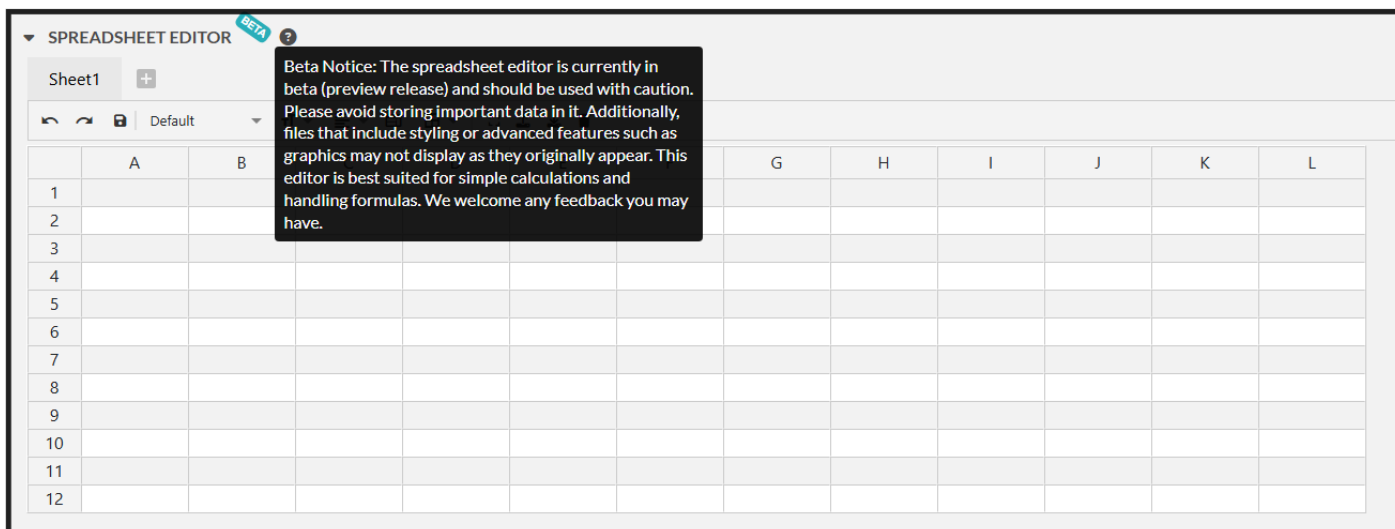
05/05/2025 05:00 AM

Save

Cancel

Copy step to cursor position

*Coming Soon: Spreadsheet Editor



9. Linked Experiments

Admins can set experiments to automatically link to any resource created from this template. Or users can link individual experiments and resources once created.

To link an experiment, start typing the title of the experiment in the field and select the correct option and click Add.

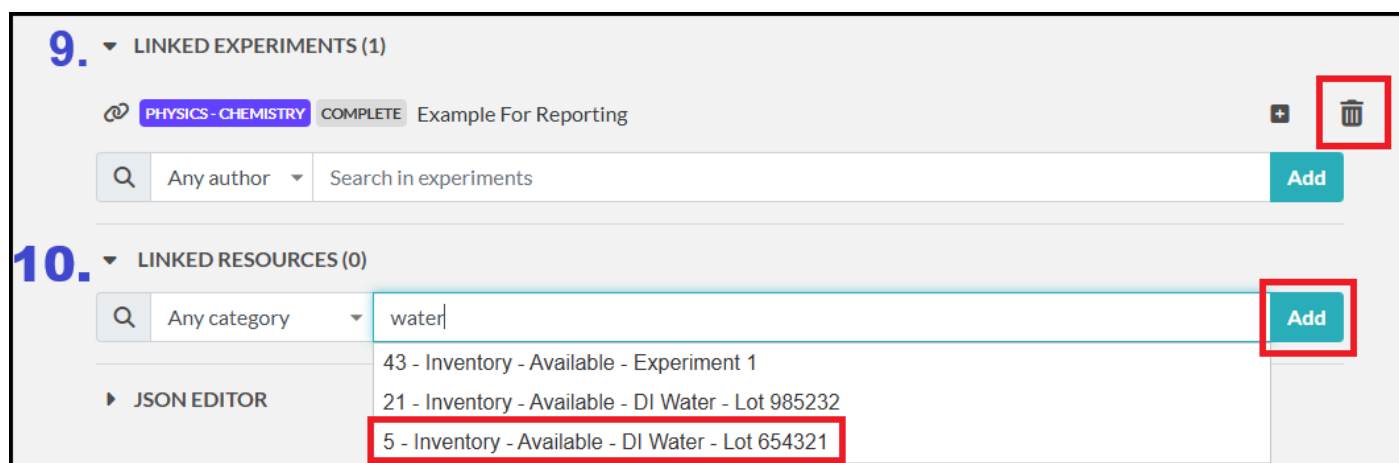
To delete a linked experiment, click the trash can next to it.

10. Linked Resources

Admins can set any resource to automatically link to any resource created from this template. Or users can link individual resources once created.

To link a resource, start typing the title of the resource in the field and select the correct option and click Add.

To delete a linked resource, click the trash can next to it.



11. Compounds

The compounds section gives you the ability to link compounds that have been imported into the ELN from PubChem. You can view the warning symbols and additional information.



12. Permissions for the Resource Template

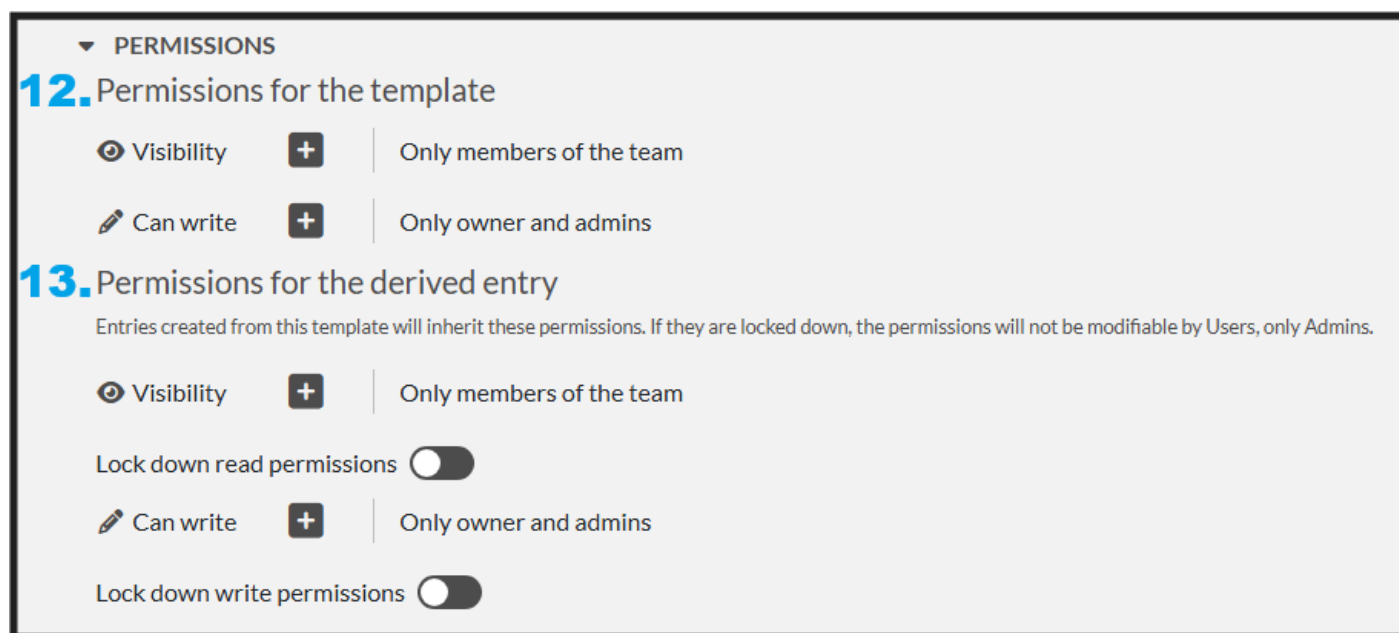
Permissions for the resource template are to set permissions for who can see the resource template and who can edit it.

See [Resources Permissions](#) Page for more information.

13. Permissions for the Derived Resource

Permissions for the Derived resource are to set permissions for who can see the newly created resources and who can edit that resource. The template can lock the permissions for derived resources so that the permissions can not be changed.

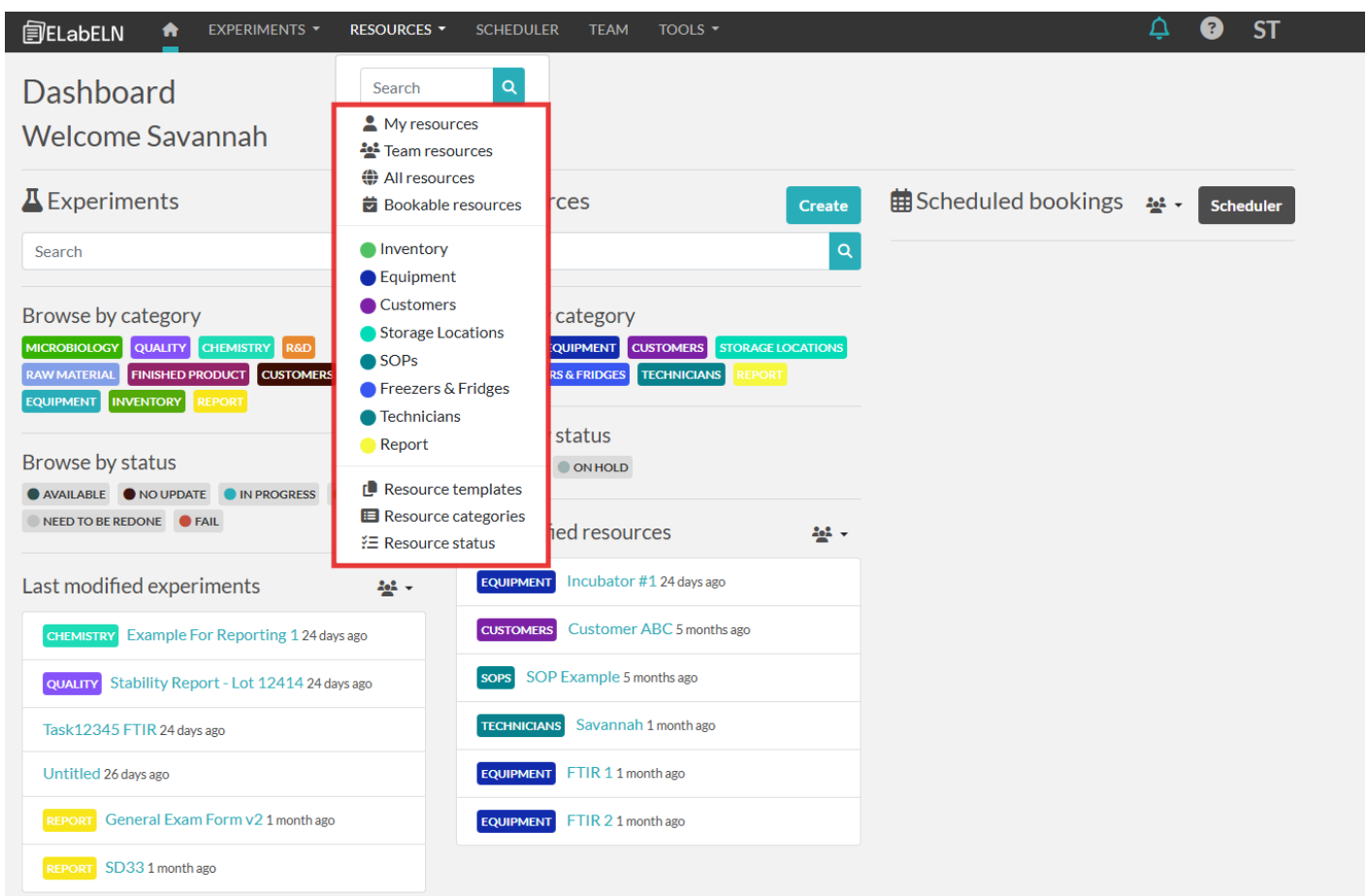
See [Resources Permissions](#) Page for more information.



Resource List Screen

From the menu, you can click Resources to see options to view a list of resources, filtered by that selection:

- My resources
 - a list of all experiments that you are the owner of
- Team resources
 - a list of all resources that a user in your team is the owner of
- All resources
 - a list of all resources that you have permission to view
- Bookable resources
 - a list of all resources that are able to be scheduled
- Resource Category Selections
 - a list of resources filtered for that specific category selection



List Views

By clicking on the Switch Layout button, you can change the view of your list screen:

EELabELN | **EXPERIMENTS** | **RESOURCES** | SCHEDULER | TEAM | TOOLS

Resources

Create

Search in resources

Filter category Filter status Filter owner Tags

Incubator #1
EQUIPMENT AVAILABLE
NEXT STEP: Maintenance Due
2024-12-04

Customer ABC
CUSTOMERS AVAILABLE
2025-03-18

SOP Example
SOPS AVAILABLE
2025-05-19

Savannah
TECHNICIANS AVAILABLE
NEXT STEP: Training 2 due
2025-04-10

FTIR 1
EQUIPMENT AVAILABLE
2025-09-18

ELabELN

HOME

EXPERIMENTS

RESOURCES

SCHEDULER

TEAM

TOOLS

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Resources

Create

Search in resources

🔍

?

Filter category

Filter status

Filter owner

Tags

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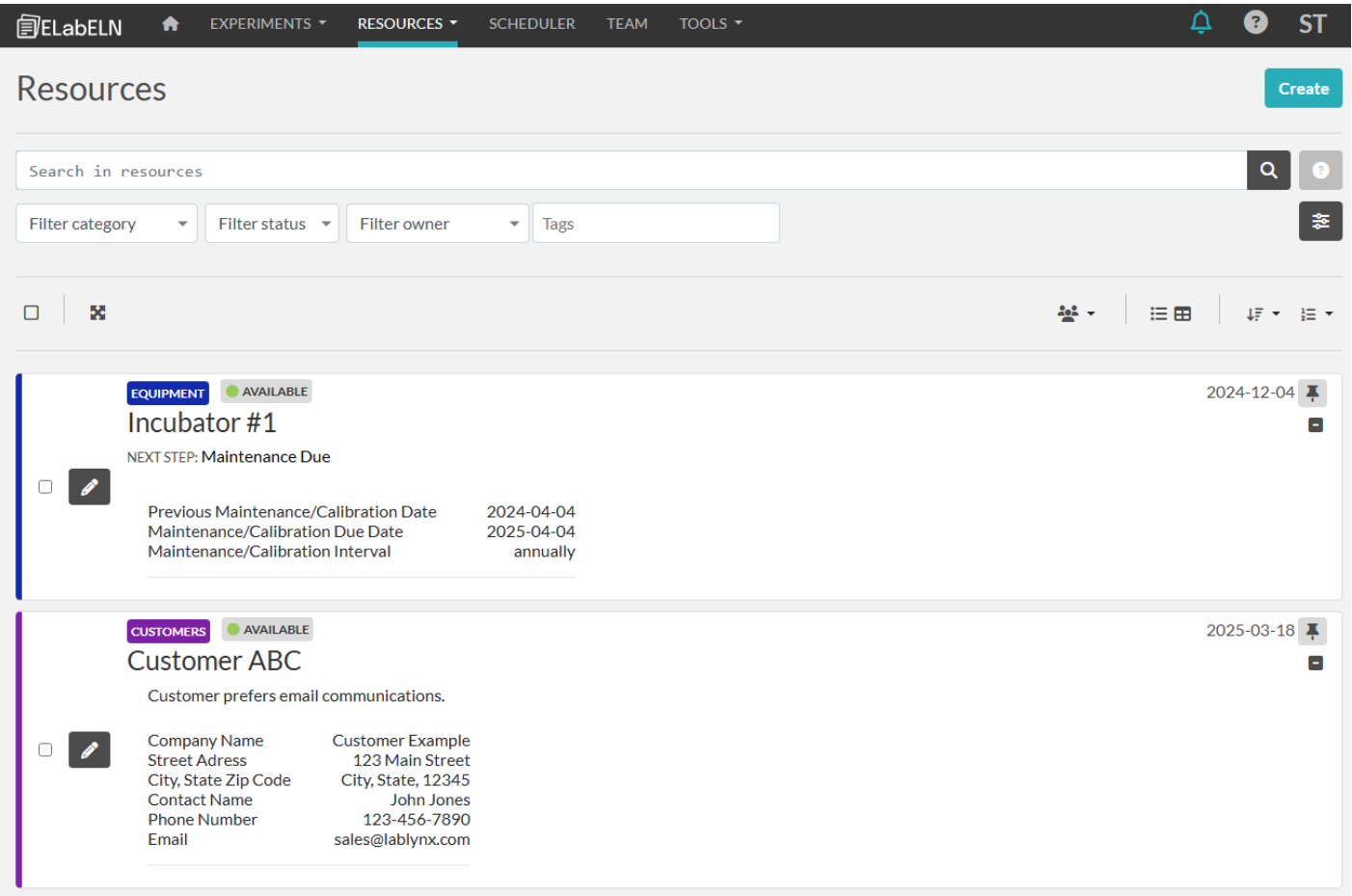
⌵

Date	Title	Next step	Category	Status	Tags	Rating	Owner
2024-12-04	✎ + Incubator #1	Maintenance Due	EQUIPMENT	AVAILABLE			Savannah Tate
2025-03-18	✎ + Customer ABC		CUSTOMERS	AVAILABLE			Savannah Tate
2025-05-19	✎ + SOP Example		SOPS	AVAILABLE			Savannah Tate
2025-04-10	✎ + Savannah	Training 2 due	TECHNICIANS	AVAILABLE			Savannah Tate
2025-09-18	✎ + FTIR 1		EQUIPMENT	AVAILABLE			Savannah Tate

Expand

You can click the plus sign for a resource to expand the visible information.

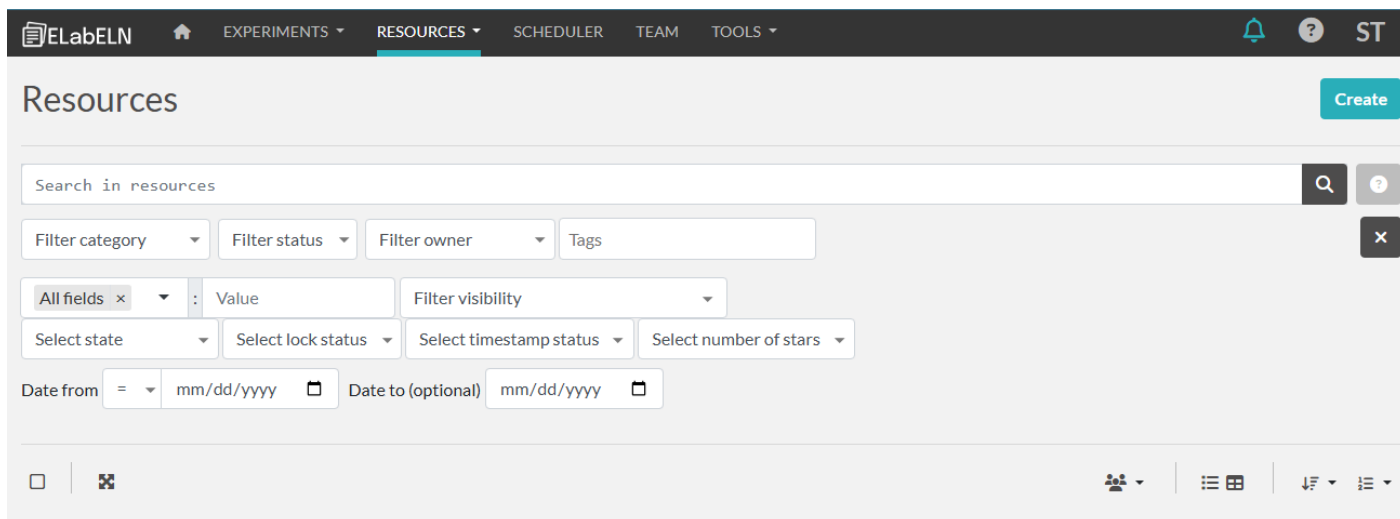
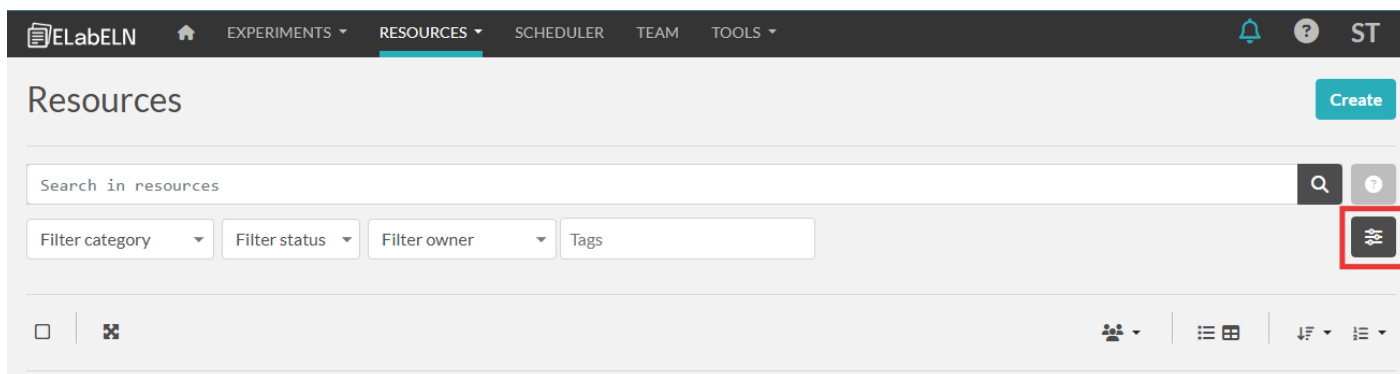
You can also click the expand all button to do the same thing for all resources in the list.



Search, Filter, and Other Options

Below the search bar, you can change the filter for scope: Self, Team, Everything. You can also sort the list by a variety of choices and choose how many results show per page.

Clicking the filter button will option up more advanced filter and search choices:



Bulk Update

If you select multiple entries, additional options will populate to update various parts of those selected:

Resources

Create

Search in resources

Filter category

Filter status

Filter owner

Tags

With selected:

Export

Lock

Unlock

Timestamp

Archive

Unarchive

Delete

Restore

Change category

Change status

Change read permissions

Change write permissions

Add a tag

Add a link

Any category

Link to an experiment

Any author

Save

Reset

☒		EQUIPMENT AVAILABLE Incubator #1 NEXT STEP: Maintenance Due	2024-12-04	
☒		CUSTOMERS AVAILABLE Customer ABC	2025-03-18	
☒		SOPS AVAILABLE SOP Example	2025-05-19	

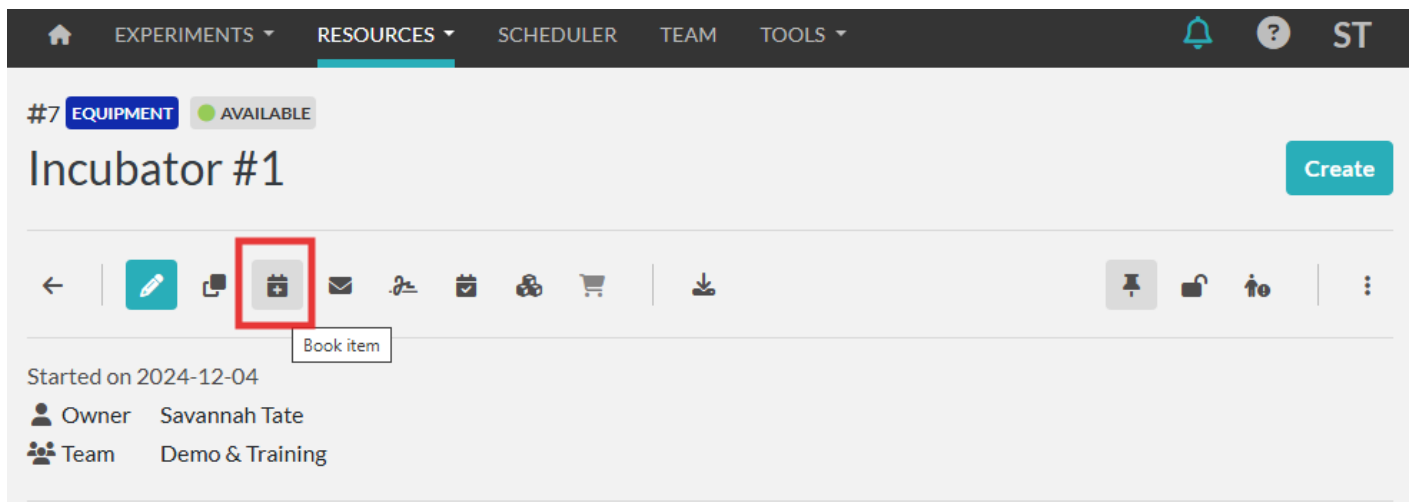
Scheduler

Resources can be booked on their resource page or on the scheduler calendar from the dashboard.

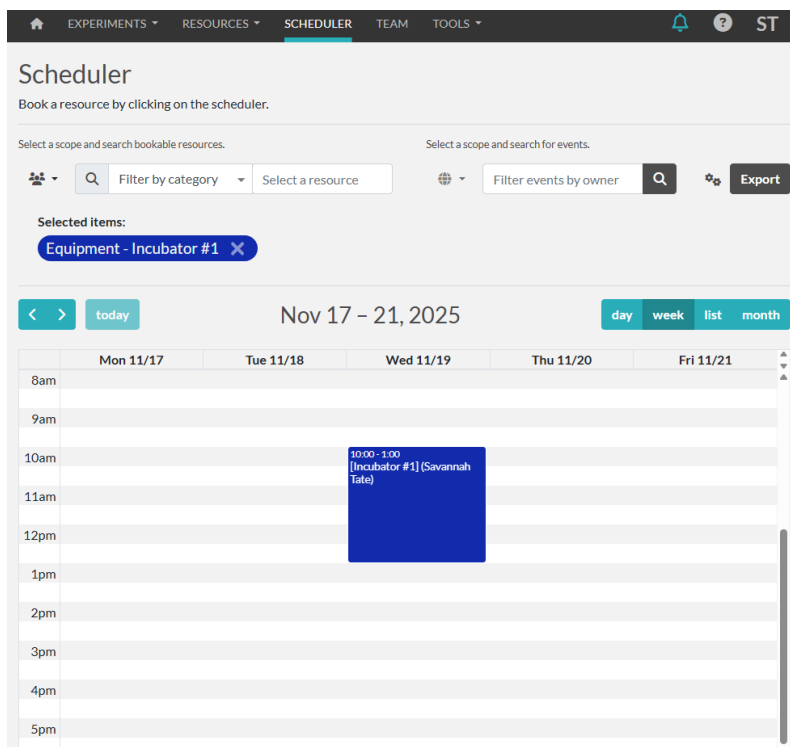
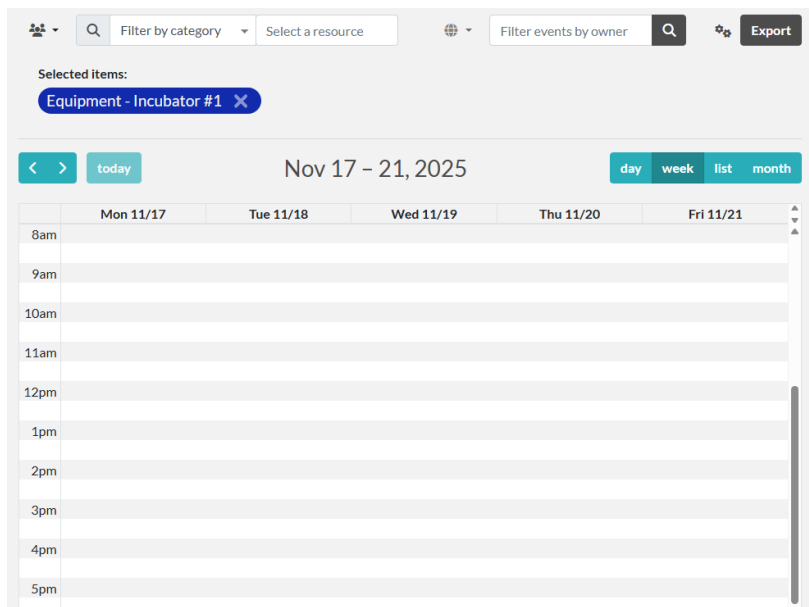
See [Booking Permissions](#) for how to manage resources that can be scheduled.

Scheduling from the Resource Page

On the resource page that you want to schedule, you can click the "Book Item" icon to schedule it:



This will bring you to the scheduler screen with that resource preselected so that you can click and drag the appropriate time slot on the calendar.



Once you've created the booking, you can double click to open it up for further details.

EXPERIMENTS

RESOURCES

SCHEDULER

TEAM

TOOLS

Edit event

×

Comment

Save

Start time

11/19/2025 10:00 AM

End time

11/19/2025 01:00 PM

Bind an experiment

Search

Attach

Bind a resource

Search

Attach

Cancel booking slot

Add a custom message

Send to

☒ Past and future users who booked this resource

☐ Members of team Demo & Training

Send message and cancel

Cancel booking

Close

Scheduling from the Scheduler Page

You can also add resource bookings directly from the scheduler by filtering and selecting the resource on screen. The calendar will show the bookings color-coded based on the category color.

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EXPERIMENTS ▾

RESOURCES ▾

SCHEDULER

TEAM

TOOLS ▾

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ST

Scheduler

Book a resource by clicking on the scheduler.

Select a scope and search bookable resources.

Select a scope and search for events.

👤 ▾

🔍

Filter by category ▾

Select a resource

👤 ▾

Filter events by owner

🔍

⚙️

Export

<

>

today

Nov 17 – 21, 2025

day

week

list

month

	Mon 11/17	Tue 11/18	Wed 11/19	Thu 11/20	Fri 11/21
8am					
9am					
10am			10:00 - 1:00 [Incubator #1] (Savannah Tate)		
11am					
12pm					
1pm					
2pm			1:30 - 4:30 [Customer ABC] (Savannah Tate)		
3pm					
4pm					
5pm					

Scheduler Views

The calendar includes other views such as day, week, list, and month. Additional setting and filter options are available.

🏠

EXPERIMENTS ▾

RESOURCES ▾

SCHEDULER

TEAM

TOOLS ▾

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?

ST

Scheduler

Book a resource by clicking on the scheduler.

Select a scope and search bookable resources.

Select a scope and search for events.

👤 ▾

🔍

Filter by category ▾

Select a resource

👤 ▾

Filter events by owner

🔍

⚙️

Export

<

>

today

November 2025

day

week

list

month

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11 8a [FTIR 1] (Savannah Tate) 11a [Colony Counter #1] (Sa 11a [FTIR 1] (Savannah Tate)	12 8a [FTIR 1] (Savannah Tate) 11a [Colony Counter #1] (Sa	13 8a [FTIR 1] (Savannah Tate) 11a [Colony Counter #1] (Sa	14 8a [FTIR 1] (Savannah Tate) 11a [Colony Counter #1] (Sa
17	18	19 10a [Incubator #1] (Savanna 1:30p [Customer ABC] (Sava	20	21
24	25	26	27	28
1	2	3	4	5

Bookable Resource Emailing

If you need to email any users that have recently scheduled a resource, you can do so from the resource page:

EXPERIMENTS

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SCHEDULER

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ST

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#7

EQUIPMENT

AVAILABLE

Incubator #1

Create

←

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Send an email to users who have booked this resource within the 4 last & upcoming months.

Started on 2024-12-04

👤 Owner

Savannah Tate

👥 Team

Demo & Training

📅

in 17 hours

✉ Send an email to users who booked this resource

×

Recipients are users with bookings up to 4 months past or future.

Email will be sent to 1 users.

Subject

⋮

Message

Cancel

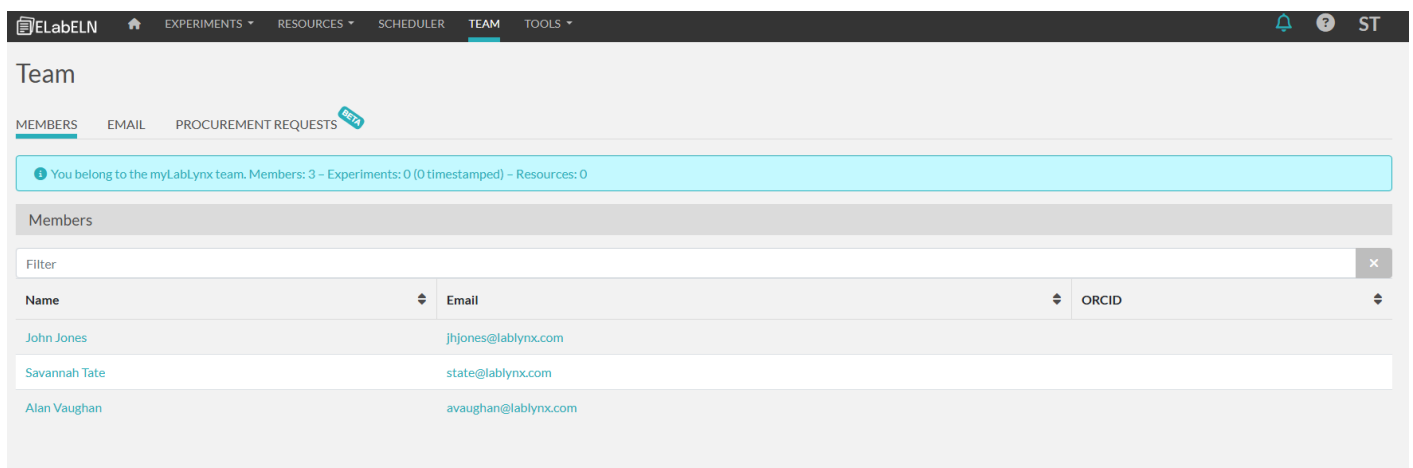
Send

Team

To view your team, click on Team in the top menu.

Members tab:

This list of members allows a user to click the name to see all experiments owned by that user.

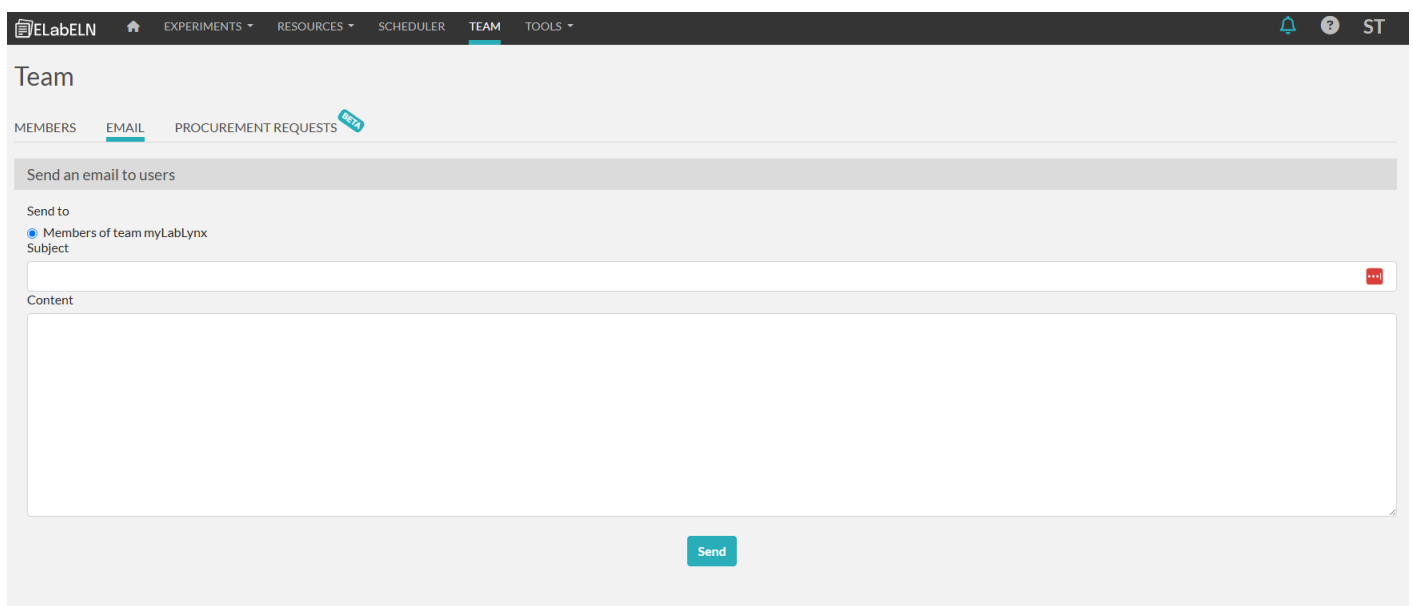


The screenshot shows the ELabELN interface with the 'TEAM' menu item selected. The 'Team' page has three tabs: 'MEMBERS' (active), 'EMAIL', and 'PROCUREMENT REQUESTS' (marked 'BETA'). A light blue notification bar states: 'You belong to the myLabLynx team. Members: 3 - Experiments: 0 (0 timestamped) - Resources: 0'. Below this is a 'Members' section with a filter input and a table of team members.

Name	Email	ORCID
John Jones	jhjones@lablynx.com	
Savannah Tate	state@lablynx.com	
Alan Vaughan	avaughan@lablynx.com	

Email tab:

The email tab can be used to email the users in your team or your group within the team.



The screenshot shows the ELabELN interface with the 'TEAM' menu item selected. The 'Team' page has three tabs: 'MEMBERS', 'EMAIL' (active), and 'PROCUREMENT REQUESTS' (marked 'BETA'). The 'Email' tab is titled 'Send an email to users'. It includes a 'Send to' section with a radio button selected for 'Members of team myLabLynx', a 'Subject' input field, and a large 'Content' text area. A 'Send' button is located at the bottom right.

No information on Procurement Requests yet.

Tools - Inventory

The inventory screen under the tools menu is where you can manage inventory containers and locations, as well as view what is stored in each container.

The screenshot shows the 'Inventory' tool interface. At the top, a dark navigation bar contains links for Home, EXPERIMENTS, RESOURCES, SCHEDULER, TEAM, and TOOLS. The 'TOOLS' menu is open, showing options: Compounds, Chemical Structure Editor, OpenCloning, and Inventory (which is highlighted). An 'Export' button is in the top right. Below the navigation bar, the 'Inventory' title is on the left, and a search bar with the text 'Sodium' and a 'Search' button is on the right. The main section is titled 'Browse inventory locations' and includes an 'Add root element' button. It lists two inventory locations: 'Bldg 123' and 'FIB Consumables'. Each location has a set of controls: a plus icon, a search icon, and a close icon. Under 'Bldg 123', there is a sub-section 'Hazardous Storage Locker' with buttons for 'Display content', 'Add children to Hazardous Storage Locker', 'Rename', and 'Delete Hazardous Storage Locker and its children'. Under 'FIB Consumables', there are two sub-items: 'UC01' and 'UX01 (5)'.

Inventory

Search containers or locations

Sodium Search

Browse inventory locations

Expand all Collapse all

Inventory location

Bldg 123

Hazardous Storage Locker

Display content Add children to Hazardous Storage Locker Rename Delete Hazardous Storage Locker and its children

Inventory location

FIB Consumables

UC01

UX01 (5)

By clicking "display content" under a location / container, you can see any experiment or resource stored there:

EXPERIMENTS ▾RESOURCES ▾SCHEDULERTEAMTOOLS ▾

ST

Inventory

Export

Search containers or locations

Fibronectin

Search

DI Water - Lot 985232 10.00 L in FIB Consumables > UX01

1 DI-Water 1.00 L in FIB Consumables > UX01

Example For Reporting 1 1.00 • in FIB Consumables > UX01

Materials CoA 1.00 • in FIB Consumables > UX01

Water Testing 1.00 • in FIB Consumables > UX01

DI Water - Lot 654321 1.00 L in FIB Consumables > UX01

Browse inventory locations

Add root element

Expand allCollapse all

Inventory location

Bldg 123

▶ Hazardous Storage Locker

Inventory location

FIB Consumables

▼ UC01

Display content

Add children to UC01

Rename

Delete UC01 and its children

Adding an Experiment/Resource to a Container

You can add an experiment or resource to any inventory container on the experiment/resource page under the storage section.

